UNIVERSITY OF SASKATCHEWAN

Class Permit/Override and/or Late Enrolment in a Class

This form is intended only for students who register using PAWS. Consult with your College if you do not register using PAWS.

Note: If the following statements are true then go directly to your College (you do not need to use this form):
- I wish to exceed my maximum credit unit limit
- I wish to repeat a class for which I already have credit

STUDENT INFORMATION (Please Print)

Last Name	First Name	Middle Initial	College
Student Number	Tel:	E-mail	Are you currently enrolled in a Masters or Ph.D. program ❏ Yes ❏ No

REQUEST (Check all that apply)

Note: Having a permission or override granted does not mean you are automatically registered in the class. You must still register in the class after the permission is granted (See **Step 4**). **Students are responsible for arranging special accommodation with their instructor for final examination conflicts that result from registering in a class after the add/drop deadline.**

❏ Special approval (departmental, deans office, instructors signature, etc.)

❏ Override of a class limit (Students must register in PAWS for a class that is full by adding the CRN to the **Add Class Worksheet** and click on **Submit Changes**)

❏ Override of a class restriction (e.g. the class is only open to a particular college, major, program, or level)

❏ Override of a time conflict

❏ Lecture/Lab exemption

❏ Adding a class after the add/drop deadline ($35 late addition fee charged per class)*

❏ Changing sections after the add/drop deadline ($35 late addition fee charged per class)*

CLASS FOR WHICH ABOVE ACTION IS TO BE TAKEN: (all fields need to be completed)

Course Reference Number (CRN)	Subject	Number	Section	Credit Units	Term	Lab/Tutorials

Step 1: Have the Instructor of the class sign and date below

Note: Instructors will be responsible for invigilating any final exam conflicts that may result from late additions.

Instructor's Name	Instructor's Signature	Date (mm/dd/yyyy)

Step 2: Have the Department Head sign and date below

Department Head or Designate's Name	Department Head or Designate's Signature	Date (mm/dd/yyyy)

Step 3: Take this form to the Departmental Office to have the correct permission(s) or override(s) placed on your record in the system (verify after in PAWS under "Check your Registration Status" for the correct term)

DEPARTMENTAL USE ONLY: INITIAL EACH PERMISSION ENTERED INTO SYSTEM AND DATE.								
PERMIS	RESTRICT	LIMIT	TIME	LINK	PREREQ	REPEAT	DUPLICATES	DATE (mm/dd/yyyy)

Step 4: Is today's date on or before the last day to add or drop classes for the term?

• **Yes**, it is on or before the last day to add or drop classes for the Term ➥ **Register yourself in PAWS!**	• **No**, it is after the last day to add or drop classes for the Term ➥ **Bring completed form to Student Central to be registered in the class**

DECLARATION

I understand that I am responsible for all fees assessed due to the above.

Student's Signature	Date

FOR OFFICE USE ONLY

Entered by

Date

Revised: 30/07/10

Student Central • University of Saskatchewan • 105 Administration Place • Saskatoon SK S7N 5A2
Tel: 306-966-1212 • Toll Free (in Canada) 1-877-650-1212 • Fax: 306-966-6730 • E-mail: askus@usask.ca • Website: students.usask.ca