

## **Policies and regulations of the service of registering a course with restriction**

There are six types of application according to the restriction:

### **Course Capacity Override**

You can apply for this request when the required section is closed. Your application will be revised by the Academic Advisor and transferred to the relevant section offering the course to get the required approvals. You will be informed with the decision by Email.

If the required section is open, you will not be able to submit your request.

### **Class Restriction Override**

You can apply to this request when your classification (freshman, sophomore, junior, senior) does not match the required classification to register this course. Your application will be revised by the Academic Advisor and transferred to the relevant section offering the course to get the required approvals. You will be informed with the decision by Email. Otherwise, please select another course.

### **Program Restriction Override**

You can apply to this request when you would like to register for a course that is offered for another program. Your application will be revised by the Academic Advisor and transferred to the relevant section offering the course to get the required approvals. You will be informed with the decision by Email. Otherwise, please select another course.

### **Major Restriction Override**

You can apply to this request when you would like to register for a course that is offered for another major. Your application will be revised by the Academic Advisor and

transferred to the relevant section offering the course to get the required approvals. You will be informed with the decision by Email. Otherwise, please select another course.

### **College Restriction Override**

You can apply to this request when you would like to register for a course that is offered for another college. Your application will be revised by the Academic Advisor and transferred to the relevant section offering the course to get the required approvals. You will be informed with the decision by Email. Otherwise, please select another course.

### **Special Approval Override**

You can apply to this request when you would like to register for a course that can be registered upon approval of the section head. Your application will be revised by the Academic Advisor and transferred to the relevant section offering the course to get the required approvals. You will be informed with the decision by Email. Otherwise, please select another course..

### **Please note the following:**

- You can apply only three times for this service per semester
- If the application is not right, it will not be processed.
- It is the responsibility of the student to follow-up and ensure the completion of the application.
- It is the responsibility of the student to register the course after receiving the approve email.
- If the stated reasons were not clear or not wright, the Academic advisor has the right to reject the request.
- The relevant section has the right to reject the request even approved by the Academic advisor if the required conditions were not satisfied.