

VPCC students who need an override to enroll or drop a specific course(s) should complete this form. The student will complete the first section and then seek approval from Enrollment Management or the Academic Division office for the listed course(s). **Any request for entry after the add/change date or drop for non-payment must be approved by the instructor of the class, and the applicable financial office (i.e., Financial Aid, MVS, and/or Student Accounting offices).**

Check one:     Summer     Fall     Spring    Year \_\_\_\_\_

**To be completed by student (print legibly):**

ID#: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_ @email.vccs.edu

**NOTE:** By signing below, you agree to the financial obligation tied to your enrollment at VPCC. Payment assessed for tuition, fees, and other associated costs are due by the deadline posted on the web; thereafter, payment is due immediately. Refer to the Academic Calendar for the add/change/drop deadlines.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Add/Enroll**

Class # (5 digits)	Subject/ Catalog # (ex. ENG 111)	Section (ex. 01H)	Credit Hours (ex. 3)	Day/Time (ex. T/Th)

OR

**Drop/Swap**

Class # (5 digits)	Subject/ Catalog # (ex. ENG 111)	Section (ex. 01H)	Credit Hours (ex. 3)	Day/Time (ex. T/Th)

**To be completed by authorized Academic Official:**

<b>Type of Override:</b> <input type="checkbox"/> Class Link <input type="checkbox"/> Closed class <input type="checkbox"/> Pre-requisites <input type="checkbox"/> Service Indicator** <input type="checkbox"/> Unit load	<b>Provide detailed justification (mandatory entry):</b> <div style="border: 2px solid red; height: 60px; width: 100%;"></div>
	Instructor Name: _____ Signature: _____ Date: _____
	Financial: _____ Signature: _____ Date: _____
	Processor: _____ Signature: _____ Date: _____

\*\*cannot override negative service indicators without the approval of the person/dept that placed it.