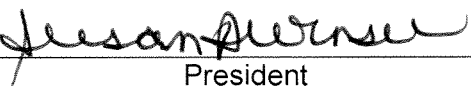


**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Policy Title: REGISTRATION OVERRIDE	Procedure Number: 4-4-114.1
Institutional Authority: Vice President of Education and Training	
Associated SBTCE Policy/Procedure:	
Associated ATC Policy: 4-4-114	

Approved:   
President

  
Vice President of Education and Training

Date Adopted: 02/14-2011  
Date Revised:

**DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.**

The purpose for this procedure is to ensure override requests within a department are fairly and uniformly evaluated. Overrides can have negative implications. These may range from room capacity, equipment availability, violating mandated faculty/student ratios, or impacts on the pedagogical effectiveness of the instruction in the course. However, students sometimes must take a specific course but are unable to register through the normal registration process and may request an override.

The Department Chair approval is required for override of students who:

- Do not have documentation that prerequisites have been met
- Request class limit overrides
- Request enrollment after the add/drop period
- Have not successfully completed the same course three times
- Have a time conflict with another course
- Have an overload of credit hours (over 18 credit semester hours)
- Course required for current semester graduation

When a student is dropped for non-payment due to a financial aid situation, staff must contact the appropriate Department Chair or Dean if an override is required. If an override cannot occur due to class limits or other restrictions, the dean of the division may be contacted. Only the Department Chair or the Academic Dean of the division may override course restrictions.