



**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	REGISTRATION OVERRIDE	Policy Number:	4-4-114.1
Institutional Authority:	Chief Academic Officer		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	4-4-114		

Approved:		
	President	Chief Academic Officer

Date Adopted:	02/14/2011
Date Revised:	09/25/2023

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 of 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, Dean, or designee 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
- 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, Dean, or designee 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, Dean, or designee may override course restrictions.

Enrollment Services staff may issue overrides, exemptions/waivers of prerequisites for initial course enrollment based on course placement assessment.