

Department	Overriding a Full Class	Overriding Pre-reqs/Department Consent
Anthropology	Email the instructor. If approved, forward approval email from instructor to Joe Duvall (joed@uark.edu for processing).	Email the instructor. If approved, forward approval email from instructor to Joe Duvall (joed@uark.edu for processing).
Art	For ARTS 19139/19239- email Sam King (stk004@uark.edu). For any other classes- email instructor. After receiving approval, students should forward the email to Jessica Park (jepark@uark.edu) for processing. ARTS 19139/19239 are typically capped at 16-17 students.	For ARTS 19139/19239- email Sam King (stk004@uark.edu). For any other classes- email instructor. After receiving approval, students should forward the email to Jessica Park (jepark@uark.edu) for processing.
Biology	No overrides are given for full sections of Cell Biology, Genetics, or any labs. For other classes- Email the instructor. If approved, the student will be asked to digitally fill out the Administrative Change of Registration (ACOR) form (found on BISC or Registrar's website). The professor should send the ACOR form to Dr. Michelle Evans White (mevanswh@uark.edu) who will sign and send it to the appropriate staff to administratively enroll the student.	Email the instructor. If approved, the student will be asked to digitally fill out the Administrative Change of Registration (ACOR) form (found on BISC or Registrar's website). The professor should send the ACOR form to Dr. Michelle Evans White (mevanswh@uark.edu) who will sign and send it to the appropriate staff to administratively enroll the student.
Chemistry	No overrides are given for full sections of any labs. For other classes- refer students to the Chemistry department override website: https://chemistry.uark.edu/academics/undergraduate/current/overrides.php	Refer students to the Chemistry department override website: https://chemistry.uark.edu/academics/undergraduate/current/overrides.php
Classical Studies	Since this is an interdisciplinary major, overrides for most classes are handled by the departments (i.e. HIST, PHIL, etc) in whichever way they manage them.	Since this is an interdisciplinary major, overrides for most classes are handled by the departments (i.e. HIST, PHIL, etc) in whichever way they manage them.
Communication	For SPCH 10003 - use waitlist in UAConnect. For all other classes – email the instructor.	Email the instructor.
Economics	WCOB online override system - See below for details	If you are unable to enroll in an open section of a class due to a PRE-REQUISITE ERROR or another administrative issue, please contact Walton Academic Advising at 479-575-4622.
English	Email engladv@uark.edu for any override requests into full classes. Do not send directly to instructors.	Email engladv@uark.edu for any override requests into full classes. Do not send directly to instructors
Geosciences (GEOL, GEOG, ERSC)	Email the instructor. If approved, instructor will work with Mary Webster (mw206@uark.edu) to get student enrolled.	Email the instructor. If approved, instructor will work with Mary Webster (mw206@uark.edu) to get student enrolled.
History	Email the instructor. If instructor approves, the student will forward approval email to Dr. Caree Banton (cabanton@uark.edu).	Students should not run into this problem, since HIST courses do not have pre-reqs. In the rare case that it may come up, follow same procedure for full classes.

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International Studies	<p>Since International studies is an interdisciplinary major, overrides for most classes are handled in whichever way the department handles them (i.e. PLSC, HIST, ANTH, ECON).</p> <p>For INST courses- email instructor. NOTE: INST 40003 overrides typically reserved for graduating seniors.</p>	<p>Since International studies is an interdisciplinary major, overrides for most classes are handled in whichever way the department handles them (i.e. PLSC, HIST, ANTH, ECON).</p> <p>For INST courses- email instructor. NOTE: INST 40003 overrides typically reserved for graduating seniors.</p>
Journalism	<p>Email instructor. If the student cannot reach the instructor, they can email Dr. Dave Bostwick, but only after the student has tried to contact the instructor. Students are unlikely to be added to a full course unless the student is a graduating senior.</p>	<p>For JOUR 10203 & 10303: If the student is not declared a JOUR major or minor and would like to take a course (and plans to change their major or minor to JOUR), they can email the department to request an override into the course while waiting for major/minor change. For all other JOUR Courses: Same as full classes. Questions about the overrides can be directed to Hanna Williams at hdw005@uark.edu.</p>
Mathematics	<p>Use waitlist in UAConnect.</p>	<p>Prerequisite overrides are typically not granted for MATH or STAT classes. See the Math Department's UAConnect Override Request Page for detailed instructions to request a prerequisite override: https://math.uark.edu/about-the-department/forms/override.php. Email math@uark.edu with any questions.</p>
Music	<p>For general questions about overrides, email Dr. Justin Hunter (jrhunte@uark.edu).</p>	<p>For general questions about overrides, email Dr. Justin Hunter (jrhunte@uark.edu).</p>
Philosophy	<p>Overrides for full classes are typically reserved for seniors and/or PHIL majors However, students can email their request to phildept@uark.edu</p>	<p>Students are unlikely to run into this problem, since most PHIL courses do not have pre-reqs. In the rare case that it may come up, contact Dr. Funkhouser (efunkho@uark.edu) if needed.</p>
Physics	<p>Email Physics Department Staff, physics@uark.edu, for enrollment assistance.</p>	<p>Email Physics Department Staff, physics@uark.edu, for enrollment assistance.</p>
Political Science	<p>Use waitlist in UAConnect.</p>	<p>Email instructor. If approved, the student should forward approval email to Michelle Raborn (praborn@uark.edu)</p>
Psychology	<p>Email Dr. Jeremy Holm (jholm@uark.edu).</p>	<p>There are no pre-requisite overrides. If seeking an exception, students may contact Dr. Jeremy Holm (jholm@uark.edu). PSYC 2810V, 3810V, 4810V and 499HV require that instructor give students a permission number or instructors will enroll students in the class themselves. Please see instructor for directions.</p>
Social Work	<p>Email the instructor.</p>	<p>Email the instructor.</p>

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Sociology/Criminology	Email the instructor for approval, approvals sent to Natalia Karnes (nkarnes@uark.edu). If issues, can email Dr. Chris Shields (cshield@uark.edu).	Email the instructor for approval, approvals sent to Natalia Karnes (nkarnes@uark.edu). If issues, can email Dr. Chris Shields (cshield@uark.edu). All sections of SOCI 33003 & 33001 require department consent for enrollment. After enrollment time opens, students should follow directions in the Class Notes section in UAConnect to enroll.
Theatre	Email the instructor. Instructor may also ask student to email Michael Riha (mriha@uark.edu).	Email the instructor. Instructor may also ask student to email Michael Riha (mriha@uark.edu).
World Languages	No overrides for full 10103-20203 courses. For 30000+ classes, email instructor. Instructor will help coordinate enrollment, if approved.	Email instructor. Instructor will help coordinate enrollment, if approved.
Online Courses	Fulbright Courses: If the on-campus, ODD numbered section (i.e. -901) of the course is full, have the students check UAConnect on the Friday afternoon prior to the start of the term. Any remaining seats in the online only, EVEN numbered sections, (i.e. -902) will be moved to the ODD numbered sections for on-campus student enrolment. Other Colleges: follow the override procedures listed below.	Follow departmental instructions.
WCOB	WCOB online override system – instructions and form available at https://override.walton.uark.edu	If you are unable to enroll in an open section of a class due to a PRE-REQUISITE ERROR or another administrative issue, please contact Walton Academic Advising at 479-575-4622.
AFLS	Start with the instructor. Fill out the Administrative Change of Registration form if instructor approves. Turn it in to the appropriate Department Admin. If you do not get a response from the instructor, contact the appropriate Department Admin. Link to Bumpers College Departments: http://bumperscollege.uark.edu/departments/index.php	
EDUC	Start with the instructor. Fill out the Administrative Change of Registration form if instructor approves.	
ENGR	Go to the Dean's Office in BELL 3189 and pick up the appropriate form. Get proper signatures from faculty, chairs, etc. and turn form back in to the ENGR dean's office.	
ARCH	Start with the instructor. Fill out the Administrative Change of Registration form if instructor approves.	

If needed, the Administrative Change of Registration (ACOR) form can be found at this link:
https://registrar.uark.edu/_resources/pdf/administrative_change_of_registration_form.pdf