

Department	Overriding a Full Class	Overriding Pre-reqs/Department Consent
<b>Anthropology</b>	Email instructor. If approved, forward approval email from instructor to Carrie Sims (cas071@uark.edu), Administrative Specialist for ANTH, for override.	Email instructor for approval.
<b>Art</b>	For ARTS 1919/1929- email Sam King (stk004@uark.edu) . For any other classes- email instructor. After receiving approval, students should forward the email to Cathy Padgett (charing@uark.edu). 1919/1929 typically capped at 16-17.	For ARTS 1919/1929- email Sam King (stk004@uark.edu) . For any other classes- email instructor. After receiving approval, students should forward the email to Cathy Padgett (charing@uark.edu).
<b>Biology</b>	No overrides are given for full sections of Cell Biology, Genetics, or any labs. For other classes- Email instructor. If approved, the student will be asked to digitally fill out the 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 instructor. If approved, the student will be asked to digitally fill out the 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.
<b>Chemistry</b>	Override requests can be sent to cheminfo@uark.edu	Override requests can be sent to cheminfo@uark.edu
<b>Classical Studies</b>	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. CLST 4003 doesn't typically fill. However, it is only offered as an honors course, so non-honors CLST majors may need to email Dr. Levine to request enrollment.	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. CLST 4003 doesn't typically fill. However, it is only offered as an honors course, so non-honors CLST majors may need to email Dr. Levine to request enrollment.
<b>Communication</b>	COMM 1313: waitlist or email <a href="mailto:comm@uark.edu">comm@uark.edu</a> For all other classes - email instructor.	Email the instructor
<b>Economics</b>	WCOB online override system - See below for details	WCOB online override system - See below for details
<b>English</b>	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
<b>Geosciences (GEOL, GEOG, ERSC)</b>	Email instructor. If approved, instructor will work with Mary Webster (mw206@uark.edu) to get student enrolled	Email instructor. If approved, instructor will work with Mary Webster (mw206@uark.edu) to get student enrolled
<b>History</b>	Email instructor. If instructor approves, the student will forward approval email to Dr. Caree Banton.	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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<b>International Studies</b>	<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><b>For INST courses-</b> email instructor, except for INST 4003.  <b>For INST 4003-</b> email Dr. Kally Hammond. INST 4003 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><b>For INST courses-</b> email instructor, except for INST 4003.  <b>For INST 4003-</b> email Dr. Kally Hammond. INST 4003 overrides typically reserved for graduating seniors.</p>
<b>Journalism</b>	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>For JOUR 1023 &amp; 1033: 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.</p> <p>For all other JOUR Courses: Same as full classes Questions about the overrides can be directed to Hanna Williams at <a href="mailto:hdw005@uark.edu">hdw005@uark.edu</a></p>
<b>Mathematics</b>	Wait list only	Email <a href="mailto:math@uark.edu">math@uark.edu</a>
<b>Music</b>	Email instructor. If approved, forward email from instructor to Britt Graves ( <a href="mailto:bagraves@uark.edu">bagraves@uark.edu</a> ). For general questions about overrides, email Dr. Justin Hunter.	Email instructor. If approved, forward email from instructor to Britt Graves ( <a href="mailto:bagraves@uark.edu">bagraves@uark.edu</a> ). For general questions about overrides, email Dr. Justin Hunter.
<b>Philosophy</b>	Overrides for full classes are typically reserved for seniors and/or PHIL majors However, students can email their request to <a href="mailto:phildept@uark.edu">phildept@uark.edu</a>	Typically not going to come up too much, since there aren't a lot of courses that require pre-requisites, but Dr. Funkhouser is the contact ( <a href="mailto:efunkho@uark.edu">efunkho@uark.edu</a> ) if needed.
<b>Physics</b>	Email Physics Department Staff, <a href="mailto:physics@uark.edu">physics@uark.edu</a> , for enrollment assistance.	Email Physics Department Staff, <a href="mailto:physics@uark.edu">physics@uark.edu</a> , for enrollment assistance.
<b>Political Science</b>	Use waitlist in UAConnect	Email instructor. If approved, the student should forward approval email to Michelle Raborn ( <a href="mailto:praborn@uark.edu">praborn@uark.edu</a> )
<b>Psychology</b>	Email Dr. Jeremy Holm ( <a href="mailto:jholm@uark.edu">jholm@uark.edu</a> )	There are no pre-requisite overrides. If seeking an exception, students may contact Dr. Jeremy Holm ( <a href="mailto:jholm@uark.edu">jholm@uark.edu</a> ). PSYC 207v and PSYC 399vh requires that instructor give students a permission number or instructors will enroll students in the class themselves. Please see instructor for directions.
<b>Social Work</b>	Email the instructor	Email the instructor

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<b>Sociology/Criminology</b>	Email the instructor for approval, approvals sent to Natalie Karnes ( <a href="mailto:nkarnes@uark.edu">nkarnes@uark.edu</a> ). If issues, can email Dr. Chris Shields ( <a href="mailto:cshield@uark.edu">cshield@uark.edu</a> )	Email the instructor for approval, approvals sent to Natalie Karnes ( <a href="mailto:nkarnes@uark.edu">nkarnes@uark.edu</a> ). If issues, can email Dr. Chris Shields ( <a href="mailto:cshield@uark.edu">cshield@uark.edu</a> )
<b>Theatre</b>	Email the instructor. Instructor may also ask student to email Michael Riha ( <a href="mailto:mriha@uark.edu">mriha@uark.edu</a> )	Email the instructor. Instructor may also ask student to email Michael Riha ( <a href="mailto:mriha@uark.edu">mriha@uark.edu</a> )
<b>World Languages</b>	No overrides for 1003-2013 courses. For 3000+ classes, email instructor. Instructor will help coordinate enrollment, if approved	email instructor. Instructor will help coordinate enrollment, if approved.
<b>Online Courses</b>	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
<b>WCOB</b>	WCOB online override system - form available at <a href="https://override.walton.uark.edu">https://override.walton.uark.edu</a>	
<b>AFLS</b>	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: <a href="http://bumperscollege.uark.edu/departments/index.php">http://bumperscollege.uark.edu/departments/index.php</a>	
<b>EDUC</b>	Start with the instructor. Fill out the Administrative Change of Registration form if instructor approves.	
<b>ENGR</b>	Go to the Dean's Office in BELL 3189 and pick up the appropriate form. Get proper signatures from faculty, chairs, etc. and turn it back in to the ENGR dean's office.	
<b>ARCH</b>	Start with the instructor. Fill out the Administrative Change of Registration form if instructor approves.	