

Department	Overriding a Full Class	Overriding Pre-reqs/Department Consent
<b>Anthropology</b>	Email instructor for approval. If approved the instructor will work with the department admins to get the student enrolled.	Email instructor for approval. If approved the instructor will work with the department admins to get the student enrolled.
<b>Art</b>	For ARTS 19139/19239- email Jessica Park ( <a href="mailto:jepark@uark.edu">jepark@uark.edu</a> ). For any other classes- email instructor. After receiving approval, students should forward the email to Jessica Park ( <a href="mailto:jepark@uark.edu">jepark@uark.edu</a> ).	For ARTS 19139/19239- email Jessica Park ( <a href="mailto:jepark@uark.edu">jepark@uark.edu</a> ). For any other classes- email instructor. After receiving approval, students should forward the email to Jessica Park ( <a href="mailto:jepark@uark.edu">jepark@uark.edu</a> ).
<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 Administrative Change of Registration (ACOR) form (found on BISC or Registrar's website). The professor should send the ACOR form to the Biology Office ( <a href="mailto:biol@uark.edu">biol@uark.edu</a> ). They will have the Department Chair sign the form and the appropriate staff will 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 Administrative Change of Registration (ACOR) form to the Biology Office ( <a href="mailto:biol@uark.edu">biol@uark.edu</a> ). They will have the Department Chair sign the form and the appropriate staff will administratively enroll the student.
<b>Chemistry</b>	Override requests can be sent to <a href="mailto:cheminfo@uark.edu">cheminfo@uark.edu</a>	Override requests can be sent to <a href="mailto:cheminfo@uark.edu">cheminfo@uark.edu</a>
<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. For the CLST classes, email Dr. David Fredrick ( <a href="mailto:dfredric@uark.edu">dfredric@uark.edu</a> ) for approval.	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. For the CLST classes, email Dr. David Fredrick ( <a href="mailto:dfredric@uark.edu">dfredric@uark.edu</a> ) for approval.
<b>Communication</b>	SPCH 10003: 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 <a href="mailto:engladv@uark.edu">engladv@uark.edu</a> for any override requests into full classes. Do not send directly to instructors.	Email <a href="mailto:engladv@uark.edu">engladv@uark.edu</a> 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 ( <a href="mailto:mw206@uark.edu">mw206@uark.edu</a> ) to get student enrolled	Email instructor. If approved, instructor will work with Mary Webster ( <a href="mailto:mw206@uark.edu">mw206@uark.edu</a> ) 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.
<b>International Studies</b>	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).  <b>For INST courses-</b> email instructor, except for INST 40003. <b>For INST 40003/400H3-</b> email Dr. Kelly Hammond. These overrides are typically reserved for graduating seniors.	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).  <b>For INST courses-</b> email instructor, except for INST 40003. <b>For INST 40003/400H3-</b> email Dr. Kelly Hammond. These overrides are typically reserved for graduating seniors.

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<b>Journalism</b>	Email instructor. If the student cannot reach the instructor, they can email Dr. Dave Bostwick ( <a href="mailto:bostwick@uark.edu">bostwick@uark.edu</a> ), 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	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 <a href="mailto:hdw005@uark.edu">hdw005@uark.edu</a>
<b>Mathematics</b>	Wait list only	Use the Math override form found on the math website: <a href="https://math.uark.edu/about-the-department/forms/override.php">https://math.uark.edu/about-the-department/forms/override.php</a>  For additional questions, email <a href="mailto:mathover@uark.edu">mathover@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>	Students should fill out an Administrative Change of Registration (ACOR) form and get the professor to sign the form. The form will be sent to <a href="mailto:physics@uark.edu">physics@uark.edu</a> for enrollment assistance.	Students should fill out an Administrative Change of Registration (ACOR) form and get the professor to sign the form. The form will be sent to <a href="mailto:physics@uark.edu">physics@uark.edu</a> for enrollment assistance.
<b>Political Science</b>	Use waitlist in UAConnect. Questions or issues with the waitlist can be sent to Patrick Grimes ( <a href="mailto:patrickg@uark.edu">patrickg@uark.edu</a> ).	Email instructor. If approved, the student should forward approval email to Patrick Grimes ( <a href="mailto:patrickg@uark.edu">patrickg@uark.edu</a> ) for processing.
<b>Psychology</b>	Email Dr. Nancy Alwood at <a href="mailto:psyadv@uark.edu">psyadv@uark.edu</a>	There are no pre-requisite overrides. If seeking an exception, students may contact Dr. Nancy Alwood ( <a href="mailto:psyadv@uark.edu">psyadv@uark.edu</a> ). PSYC 2810V and PSYC 499HV 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
<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. Christopher 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. Christopher 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 Literatures, Languages, and Cultures</b>	No overrides for 10103-20203 courses. For 3000+ classes, email instructor. Instructor will help coordinate enrollment, if approved	Email instructor. Instructor will help coordinate enrollment, if approved.

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<b>Online Courses</b>	<p>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 enrollment (<i>exception – math seats will not be released</i>)</p> <p>Other Colleges: follow the override procedures listed below.</p>	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>	<p>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></p>	
<b>EDUC</b>	Start with the instructor. Fill out the Administrative Change of Registration form if instructor approves.	
<b>ENGR</b>	<p>Fill out the digital ACOR form found at this link:  <a href="https://registrar.uark.edu/_resources/pdf/administrative_change_of_registration_form.pdf">https://registrar.uark.edu/_resources/pdf/administrative_change_of_registration_form.pdf</a></p> <p>Obtain instructor and department head signatures, email it to <a href="mailto:enr-rec@uark.edu">enr-rec@uark.edu</a> for Dean's signature and final processing.</p>	
<b>ARCH</b>	Students should email Sheri Lynn Brown at <a href="mailto:stuck@uark.edu">stuck@uark.edu</a> . They need to email from their UARK email and include their UAID# along with the course for which they want an override.	