

<u>Department</u>	<u>Overriding a Full Class</u>	<u>Overriding Pre-reqs or Department Consent</u>
Area Studies	AIST/LAST/MEST 4003: Individual instructors are in charge of approving overrides in to closed sections of 4003.	
Anthropology	Email instructor. If approved, forward approval email from instructor to Carrie Sims (cas071@uark.edu), Administrative Specialist for ANTH, for override.	First email Dr. D'Alisera (dalisera@uark.edu) for pre-requisite overrides, then email instructor for approval.
Art	For ARTS 1919/1929- email Kasey Ramirez (ramirez@uark.edu). For any other classes- email instructor. After receiving approval, students should forward the email to Donna Smith Jones (donnas@uark.edu). Full class overrides generally not accepted for ARTS 3000+	For ARTS 1919/1929- email Kasey Ramirez (ramirez@uark.edu). For any other classes- email instructor. After receiving approval , students should forward the email to Donna Smith Jones (donnas@uark.edu).
Biology	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. McNabb (dmcnabb@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. McNabb (dmcnabb@uark.edu) who will sign and send it to the appropriate staff to administratively enroll the student.
Chemistry	send requests to cheminfo@uark.edu. If approved student will need to fill out an ACOR form. (Requests for full face-to-face classes are usually not possible due to fire code limits)	Detailed instructions for how/when to fill out pre-req requests for the chemistry department are halfway down this page "Do You Have a Chemistry Course Enrollment Issue": https://fulbright.uark.edu/departments/chemistry/undergraduate/index.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. 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.
Communication	COMM 1313: wait list only/no overrides. For all other classes - email instructor.	Email instructor

Economics English	WCOB online override system - See below for details Email engladv@uark.edu for any override requests into full classes. Do not send directly to instructors	WCOB online override system - see below for details Occasionally a student may have taken ENGL 1013 or 1023 and not transferred them yet. students can email engladv@uark.edu to request a pre-req override
Geosciences	Email instructor. If approved, instructor will work with Jeesica Eckberg (jeckberg@uark.edu) to get student enrolled. If it's at the fire code limit, there's nothing that can be done.	Email instructor. If approved, instructor will work with Jeesica Eckberg (jeckberg@uark.edu) to get student enrolled.
History	Email instructor. If instructor approves, the student will forward approval email to Dr. Gigantino (jgiganti@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. For Spring 2021 enrollment, HIST 4893 consent will be requested by emailing Melinda Adams (mmadams@uark.edu)
International Studies	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). For INST courses- email instructor, with the exception of INST 4003. For INST 4003- email Dr. Hare (lhare@uark.edu). INST 4003 overrides 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). For INST courses- email instructor, with the exception of INST 4003. For INST 4003- email Dr. Hare (lhare@uark.edu). INST 4003 overrides typically reserved for graduating seniors.
Journalism	Email instructor. If the student cannot reach the instructor, they can email J. Wicks jwicks@uark.edu, 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 1023 & 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 Suzanne suzanneh@uark.edu to request an override into the course while waiting for major/minor change. Other JOUR Courses: Same as full classes except: 4000+ Ad/PR courses – for these courses students have to fill out an application that was emailed to them in late October by Suzanne.
Mathematics	wait list only	online override form: http://math.uark.edu

Music	Email instructor. If approved, forward email from instructor to Britt Graves (bagraves@uark.edu). For general questions about overrides, email Dr. Lia Uribe (luribe@uark.edu) or Dr. Ronda Mains (rmains@uark.edu)	Email instructor. If approved, forward email from instructor to Britt Graves (bagraves@uark.edu). For general questions about overrides, email Dr. Lia Uribe (luribe@uark.edu) or Dr. Ronda Mains (rmains@uark.edu)
Philosophy	Overrides for full classes are typically reserved for seniors and/or PHIL majors However, students can email their request to phildept@uark.edu.	Typically not going to come up too much, since there aren't a lot of courses that require pre-requisites, but Dr. Minar is the contact (eminar@uark.edu) if needed.
Physics	Email Physics Department Staff, physics@uark.edu, for enrollment assistance.	Email Physics Department Staff, physics@uark.edu , for enrollment assistance.
Political Science	Use waitlist in UAConnect.	Email instructor. If approved, the student should forward approval email to Michelle Raborn (praborn@uark.edu)
Psychology	Students can request an override for PSYC 2013/PSYC 3073/PSYC 4083 (formerly 328v) or 4283 through this online form: https://forms.gle/LgV1TceRdVNBLyFN8 . All other courses are managed by the waitlist option in UAConnect only. Psyc majors have received an email from the department outlining the override process. OVERRIDE REQUEST MUST BE SUBMITTED BEFORE DEAD DAY. (https://fulbright.uark.edu/departments/psychological-science/undergraduate-program/advising.php)	There are no pre-requisite overrides. If seeking an exception, students may contact Dr. Jeremy Holm (jholm@uark.edu). 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.
Social Work	Use this form: https://forms.office.com/Pages/ResponsePage.aspx?id=xELHeRzmpU--iaPLVmqa0aojw-uRZoVHnaczDaY7mNhUQ1cyTjdGNTkyVjhVMENGODMwQVINNEZONy4u	Use this form: https://forms.office.com/Pages/ResponsePage.aspx?id=xELHeRzmpU--iaPLVmqa0aojw-uRZoVHnaczDaY7mNhUQ1cyTjdGNTkyVjhVMENGODMwQVINNEZONy4u
Sociology/CMJS	Use the form on the front page of the Department website (sociology.uark.edu)	Use the form on the front page of the Department website (sociology.uark.edu)
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 1003-2013 courses. For 3000+ classes, email instructor. Instructor will help coordinate enrollment, if approved. email instructor. Instructor will help coordinate enrollment, if approved.

ONLINE CLASSES 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

WCOB WCOB online override system - form available at <http://walton.uark.edu/current-students/override.php>

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 it back in to the ENGR dean's office.

ARCH Start with the instructor. Fill out the Administrative Change of Registration form if instructor approves.