

COURSE OVERRIDE REQUEST FORM
MANAGEMENT MINOR STUDENTS ONLY

- To be eligible for a Course Override, you must:
 - have completed all stated pre-requisites as listed in the UNM Catalog for the course(s) requested with a "C" or better
 - be in good academic standing at UNM
 - have a cumulative UNM GPA of 2.0 or better

- Student can only be approved to take a maximum of 12 hours of upper division MGMT courses.

*Please complete **BOTH** sides of this form in ink and print legibly:*

Student Name: _____ Date: _____

UNM ID#: _____ Phone: _____

Email: _____

*Please fill in the **THREE-DIGIT** course number (ie: 300, 303, etc.) – **not** the five-digit call number - AND the semester you are requesting to enroll:*

Choice #1	<u>MGMT</u>	_____	_____
		Course Number	Semester/Year
Choice #2	<u>MGMT</u>	_____	_____
		Course Number	Semester/Year
Choice #3	<u>MGMT</u>	_____	_____
		Course Number	Semester/Year
Choice #4	<u>MGMT</u>	_____	_____
		Course Number	Semester/Year

If you are requesting courses outside the specified minor curriculum, you must attach a petition requesting permission to use this coursework for the MGMT minor. Petition forms may be requested at the front desk.

Complete back of form →

Please read and initialize the following, indicating that you understand these instructions:

- _____ **COURSE CAPACITY:** I understand that enrollment preference is given to current Anderson students. I understand that I will be accepted on a space available basis for MGMT course(s) providing I have met all pre-requisites. Since I have not been admitted to the Anderson School of Management, I am limited to a maximum of 12 credit hours (4 classes) of upper-division MGMT courses.
- _____ **CLOSED CLASSES:** I understand that courses have limited openings and I may check for open MGMT sections in the course schedule on LoboWeb. I understand that this form is merely requesting permission to enroll and does not guarantee a place in the class.
- _____ **YELLOW CARD PROCESS:** I understand that once the override is processed, if the class is closed, I must follow the Yellow Card process which includes 1) Pick up a yellow card from the Anderson advisement front desk and complete all sections of the card. 2) Contact the instructor for permission to enter the class and upon approval, request the instructor to sign and date the yellow card. 3) Take the card to Records and Registration and register in person.
- _____ **HOLDS:** I understand that academic holds will prevent successful registration and that it is my responsibility to check my academic status and take the necessary steps to remedy any holds (academic, financial, etc.)

I HAVE READ THIS REQUEST AND UNDERSTAND THESE INSTRUCTIONS.

STUDENT SIGNATURE: _____

Office Use Only

Received via: Fax In Person Email

Staff: _____

Date Received: _____

Advisor Notes:

**Please note that this form is not an application to the BBA program. If you are interested in pursuing a BBA degree, please speak with the front desk of the ASM Advisement Center for a BBA Application.*