Music Undergraduate Office
Override Requests

If you are unable to enroll in a desired course, please make a note of which registration error message you are receiving. In most cases, instructor approval for an override – permission for which must be sent from the instructor directly to the Music Undergraduate Office (ugradmus@uoregon.edu) – will be needed to remove your registration block.

Below are basic e-mail templates with which to request instructor permission for an override. If you are not able to speak with the instructor in person beforehand, it is always a good idea to preface your request with a brief statement about your current status and/or academic goals.

Once the instructor communicates approval to the Music Undergraduate Office and the override is processed, then the Music Undergraduate Office will send you an email letting you know that your registration block has been lifted. You will then be able to enroll for the course via DuckWeb.

Overrides for Non-Music Majors

Please note that fall term course restriction and enrollment overrides for non-majors will not be processed until the Friday before the first week of classes. If non-majors receive an instructor-approved override for the first in a series of major-restricted class and pass with a grade of C- or better, instructor approval will not be needed to request permission for enrollment in the subsequent course. Students who wish to continue in a series need only submit their requested CRN(s) with 95# number to Music Undergraduate Office (ugradmus@uoregon.edu).

Restriction Override

(Error Message: College Restriction, Departmental or Instructor Approval, Major or Minor Restriction, Prerequisite or Test Score)

STOP: If you believe you have met the restriction per test score or major/minor status already earned, please contact the Music Undergraduate Office (ugradmus@uoregon.edu) first.

To: professor’s email
Cc: ugradmus@uoregon.edu
Subject: Request for Restriction Override

Dear Professor/Dr. _____,

Due to a major*/minor*/prerequisite* restriction, I am unable to register for Subject ### – Title (CRN ####), lab CRN ####. In order to request clearance for this conflict, the Music Undergraduate Office will need to receive a statement of permission from you directly. If you agree to allow my enrollment in this course, please send a statement via email to ugradmus@uoregon.edu.

Thank you for your consideration,

your name

your 95#

* Please specify which restriction applies in your case and elaborate as needed (ex., which specific prerequisites are you lacking?).

(continued on next page)
Enrollment Override

(Error Message: This course is full.)

To: professor's email
Cc: ugradmus@uoregon.edu
Subject: Request for Enrollment Override

Dear Professor/Dr. ______,

I am writing to request permission to enroll in Subject ### – Title (CRN ######), a course which is currently full. *Note: It is recommended that you provide class meeting day/time details for courses with multiple sections, as well as justification for your request, such as a time conflict with other courses in which you are enrolled.*

In order to request clearance for this conflict, the Music Undergraduate Office will need to receive a statement of permission for an enrollment override from you directly. If you agree to allow my enrollment in this course, could you please provide a statement of your approval via email to ugradmus@uoregon.edu?

Thank you for your consideration,

*your name*
*your 95#*

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Time Conflict Override

(Error Message: This course has a time conflict with CRN####. Select another CRN or rearrange your schedule to add this course.)

To: professor's email
Cc: ugradmus@uoregon.edu
Subject: Request for Time Conflict Permission Statement

Dear Professor/Dr. ______,

Due to a time conflict with Subject ### – Title (CRN ######), I am unable to register for Subject ### – Title (CRN ######). In order to request clearance for this conflict, the Music Undergraduate Office will need to receive a statement of permission from one or both accommodating instructors directly. If you agree to this arrangement, please send a statement via email to ugradmus@uoregon.edu.

Thank you,

*your name*
*your 95#*

NOTES: The Registrar's Office will not process conflict overrides for music courses that conflict with non-music courses.

Unlike restriction and enrollment overrides, time conflict overrides result in students being automatically registered for both courses. If your request is approved by the Registrar, you will receive an email confirmation from the Music Undergraduate Office that the course has been added. It is then your responsibility to check via DuckWeb that your registration is correct.

If you have further questions, please contact the Music Undergraduate Academic Advisor at ugradmus@uoregon.edu.