

## MIE Registration Override Request Form A: General

*This form is required for students within the MIE department only*

### INSTRUCTIONS FOR USING OVERRIDE REQUEST FORM A

Please do NOT use this form to register for courses that are offered by D'Amore-McKim School of Business, or the Khoury College of Computer and Information Sciences. For more information, please refer to the instructions on <http://www.coe.neu.edu/student-services/computer-science-and-business-course-registrations>

#### PROCESS TO OVERRIDE REQUEST FORM A

1. Use ONLY the fillable version of this PDF form to obtain approval of your advisor(s). PhD, MS-Thesis and MS-Project students require both Research and Concentration Faculty Advisors' approvals; while MS-Coursework students require only the approval of their Concentration Faculty Advisor (see the form).
2. After getting your Advisor's signature, submit the completed form to Mr. Jake Kearney either electronically (j.kearney@northeastern.edu) or in-person (334 Snell Engineering) Mr. Kearney will have your form reviewed by the MIE Graduate Program Director, Prof. Marilyn Minus, and submit it to the Graduate Student Services Office at 130 Snell Engineering for further processing.
3. Once your form is processed at the Graduate Student Services Office, you will be notified of the results of your request within 5 to 7 business days.

#### EXPLANATIONS OF PETITIONED ITEMS ON THIS FORM

##### RESTRICTION TYPES:

- **Field of Study or Program Restriction:** Course is restricted to students of a certain program.
- **College Restriction:** Course is offered by another college at the University such as the College of Science. Your registration will be processed pending approval from the college/instructor offering the course. For College of Business or College of Computer and Information Science courses, please refer to the instructions: <http://www.coe.neu.edu/student-services/computer-science-and-business-course-registrations>.
- **Level Restriction:** Course is an undergraduate course. Under some restricted circumstances, COE graduate students may register for undergraduate courses, however graduate credit will not be given.
- **Pre-requisite and Test Score Error Restriction:** Course has a pre-requisite that student has not taken at Northeastern University. If you have waived the same pre-requisite course previously, please check off the box indicating that the waiver has been filed previously with the Graduate School. In this case, the request does not need to be approved by your academic advisor. If the Graduate School does not have a waiver on file for you, submit the override request form to the instructor of the course and to your academic advisor.
- **Signature Required:** This restriction is placed on courses where the instructor's signature is required for registration. Instructor's signature is required before submitting it to your academic advisor.
- **Student Attribute:** The video streaming (V35) course sections are currently open to part-time students only. Full-time students attempting to register for a video streaming course will get a student attribute restriction. However, if a course in a term is only offered in video streaming format, full-time students may register for the course.

# MIE Registration Override Request Form A: General

## PART I. To be completed by the student

NU ID: \_\_\_\_\_ Current Program/Concentration: \_\_\_\_\_

Name: \_\_\_\_\_  
Last or Family Name First or Given Name Middle Name

E-Mail: \_\_\_\_\_@husky.neu.edu Current Degree Level: \_\_\_\_\_

### Check All That Apply:

- BS/MS  MS  PhD  Certificated Only  Special Student  International  Domestic  
 Part-Time  Full-Time

If more than one section is offered, please list the CRN# of your 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> section choices.

Course Name	Term	CRN #	Subject Code	Dept/Course #	# Credits

Term:  Fall  Spring  Full Summer  Summer 1  Summer 2 Year: \_\_\_\_\_

Reason (required field): \_\_\_\_\_

Check all that apply:

- Field of Study or Program Restriction** (Course is restricted to students of a certain program.)  
 **College Restriction** (Course is offered by another college.)  
 **Level Restriction** (Course is undergraduate level.)  
 **Pre-requisite Restriction** (Course has a pre-requisite that you haven't taken at NEU.)  
 Pre-requisite waiver has been previously filed with the Graduate School  
 Pre-requisite waiver is not on file. Instructor approval needed:

Instructor Name: \_\_\_\_\_ Signature: \_\_\_\_\_

- Signature Required** (usually applies to individual instruction courses i.e. Independent Study):

Instructor Name: \_\_\_\_\_ Signature: \_\_\_\_\_

- Student Attribute Restriction** (video streaming courses.) See instructions next page.

**Faculty Advisor:** Click here for Faculty Advisor

\_\_\_\_\_  
Signature Print Name Date

**Graduate School** \_\_\_\_\_  
Signature Print Name Date

Comments: \_\_\_\_\_