College of Business and Public Administration
Registration Override Assistance from the CBPA Undergrad Advising Office

Note that pre-reqs and policies are based off the most recently issued catalog and will be enforced. If you do not have a hard copy catalog, you can access them via the ODU site – www.odu.edu, click on A-Z Index, click on Catalogs. (Think of it this way, how does a professor know that student A is under the old catalog and student B is under the new catalog and attempt to teach accordingly in the same class?)

- As of Spring 2011, ACCT 460 is the only course that is making any type of concession due to the implementation of the IT 360T pre-req with the requirement change in the Fall 2010 Catalog. Students who are under the 2009-2010 Catalog or older who have a computer literacy and OPMT 303T can request permission from the professor. Students under the 2010-2011 Catalog or more recent will be required to have the pre-req. Otherwise, all other pre-reqs are being enforced.
- If you have the proper pre-reqs as identified by the Catalog but the system will not recognize it (for example, enrolled in it at another institution but it will be completed this semester and prior to the start of that semester), you can request an override from either the professor who teaches that course or, in the case of most business courses, the Director of CBPA Undergrad Advising.
  - If the request is made through the Director of CBPA Undergrad Advising, you will need to provide sufficient documentation of enrollment (see additional information below).
    1. Pre-req override requests can be approved prior to your time ticket. All requests received in the CBPA Undergrad Advising Office by 5 PM Thursdays are usually processed on Form Fridays. During the week of registration, requests will try to be reviewed at least once every day or every other day.
    2. If the course seeking an override has a grade requirement of the pre-req (such as with DSCI 206/306), then you will have wait until the pre-req is completed to confirm the completion of the appropriate grade.
  - Classroom capacity overrides can only be granted by the professor who teaches that section and no one else. Please note that the two most common reasons that professors would deny an override request are usually due to total classroom enrollment among all his/her sections or due to fire code capacity.

As always, if in doubt, ask! Email the CBPA Undergraduate Advising Office at BusinessAdvising@odu.edu or come by during walk-in advising hours as advertised on the website http://bpa.odu.edu/advising.

Courses that cannot be signed by CBPA Undergrad Advising:

- Non-business courses
- In some cases, the department has requested that exceptions only be granted when the pre-req is completed, not just enrolled. These include, and are subject to change:
  - ACCT 301
  - DSCI 206/306
  - FIN 439
  - MGMT 485W
Proper documentation for CBPA Undergrad Advising includes:

Please note that a lack in proper documentation can result in a delay or denial of override assistance. All documentation as one packet can be delivered to 1011 Constant Hall, faxed to 757-683-6166, or scanned/emailed to BusinessAdvising@odu.edu.

• Pre-req where credits are transferring into ODU
  o Degree Works printout
  o Add/drop form (http://www.odu.edu/forms)
  o Transcript from other institution with the appropriate transfer course(s) highlighted
  o Monarch Transformation printout showing that the transfer course will transfer in to meet the pre-req standard here at ODU

• Pre-req where credits have been completed via Departmental/National exam (such as CLEP/DANTES/etc.) http://uc.odu.edu/elt/
  o Degree Works printout
  o Add/drop form (http://www.odu.edu/forms)
  o Documentation of the completed pre-req, such as the CLEP score sheet or an email from the faculty or Testing Center stating that the credit will be granted but is in process of being recorded on the transcript
  o If a national exam, the print out from the Testing Center’s website as noted above that the score received is sufficient to earn credit (such as a 50 for the Financial Accounting CLEP exam and thus earning credit for ACCT 201/202)

• Pre-req where credits are at ODU but otherwise prevent registration (for example, MATH 166 would cover MATH 162M as a pre-req; MATH 205/206/211/212 for MATH 200; otherwise appropriately approved and document substituted courses)
  o Degree Works printout
  o Add/drop form (http://www.odu.edu/forms)
  o When the pre-req is a substitution, appropriate documentation (such as the email from the department chair approving the alternative)

• Enrollment in the pre-req in the first half of Summer and the subsequent course in second half of Summer (The Summer schedule permits the potential of completing a pre-req before starting a subsequent course. However, schedules do not facilitate dual enrollments of pre-req/subsequent courses in Fall or Spring.)
  o Degree Works printout
  o Add/drop form (http://www.odu.edu/forms)
  o Documentation of the dates involved for the pre-req and subsequent course showing that the dates do not overlap