

**Not sure if submitting an override request is your best option?**

**Take the quiz now to find out!**



# Why do you need an override for a Broad College course?

The course/  
section is full

Prerequisite(s)  
not satisfied

Approval of  
department  
required

I am not a  
Broad College  
major

Restriction(s)  
not satisfied  
(ex: class level,  
degree level)

Other Reason

Course  
status key:



Open



Closed  
"Full"



Locked

# The course/section is full, but...

...it's a required course for graduation and I plan to graduate THIS semester!

...it's a required course and I DO NOT plan to graduate this semester.

...I want access to a locked section.

...I need this course to apply to my major.

...the full section is the **ONLY** section that fits my schedule.

...it's something else.

Course  
status key:



Open



Closed  
"Full"



Locked

**Are there instructions on schedule of courses that ask you to send an email for access?**

**YES**

**NO**

**Is it an academic schedule conflict  
(i.e. two overlapping courses, both required for  
graduation)?**

**Yes**

**No**

**No,  
but it is  
something  
very  
important (ex:  
medical  
necessity)**

# The Prerequisite is not satisfied because...

I am taking the prerequisite at another institution

I would like to take the prerequisite and the course concurrently

It's the **ONLY** way to graduate

I have taken an equivalent or higher level course that should satisfy the prerequisite

I don't need to have the prerequisite completed for this course

**Does the course list concurrent enrollment as an option?**

**YES**

**NO**

# **I am not a Broad College major but...**

**I am currently a business-preference major, planning to apply to the college at least one semester before I want to take this course**

**I am planning to apply to the college but I want to continue making timely progress towards my degree**

**I am confident that I will be admitted and would like an override so I can get my preferred section**

**The course is required for my minor**

**I AM a Broad College major and I am also a Hospitality Business major/minor**

**A major in the Broad College is my second major**



# **Restriction(s) not satisfied (ex: class level, degree level) because...**

**I am not yet a  
Broad Major**

**I am only a few  
credits shy of the  
class level  
required**

**I am a graduate  
student that  
would like to take  
an undergraduate  
course**

**I am an  
undergraduate  
student that  
would like to take  
a graduate course**

**I have too many  
credits to take this  
course, but need  
to complete it for  
graduation**

**I have too many  
credits for this  
course, but I am  
interested in  
taking this course  
as an elective**

# Unfortunately, you need to be at the listed class level/s to take the course.

Ex. If a course is open to sophomores or juniors in the Broad College, you have to be a Broad major with 28-87 credits to enroll.

**Freshman:**  
0-28

**Sophomore:**  
28-55

**Junior:**  
56-87

**Senior:**  
88+

# Other popular reasons students submit override requests:

I need an override for a HB course

I am already admitted to my major (ACC/FI/HRM/MGT/SCM) but the course is only open to business admitted majors, and I need it to graduate

I am not admitted to SCM or ACC yet, but I know I will be

I am not admitted to my major, but I am applying to a non-competitive major (FI/HRM/MKT/MGT)

My friend and I are in different full sections and we want to switch with one another

It's past the open add deadline

My enrollment period isn't open yet, but I want to make sure I get a seat in this class

I'm enrolled in a section of this course, but need a different section now

I was dropped from my courses and need to be re-added

It's something else

# **SUBMIT AN OVERRIDE REQUEST**

**MICHIGAN STATE**  
UNIVERSITY

Undergraduate Academic Services  
Broad College of Business

Submit an override request or contact an advisor in your program to determine the process for an override

**Note: 800-Level MGT Overrides need to go through the Management department directly**

Unfortunately you are not eligible to take the course, please plan to take an alternative course as an elective.

You can also meet with an academic advisor if you need additional help selecting an alternative elective course.

Note: Advisors do not grant overrides

**Unfortunately, you have to be admitted to the appropriate major (including Business-Admitted) before you can enroll in the course.**

**We cannot grant a “temporary override” contingent upon your admittance to the appropriate major.**

ACC 201/202, ITM 209, MGT 250

*Business-preference students that are not admitted will be dropped at the end of the application cycle.*

*Decision dates are listed on our website.*

# **SUBMIT AN OVERRIDE REQUEST**

**MICHIGAN STATE**  
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Undergraduate Academic Services  
Broad College of Business

# **Please send an email to the appropriate address**

ACC 493: Contact [Lynne Zelenski](#) for information and access to the course.

SCM 293: Contact [Kelly Lynch](#) for information and access to the course.

Other: See email listed on Schedule of Courses



**We CANNOT grant an override into a full course/section, please set a seat alert.**



**You can:**

- 1) Set a Seat Alert
- 2) Meet with an academic advisor if you have questions about how this will impact your progress toward your degree.

**\*ADVISORS DO NOT GRANT OVERRIDES\***

ACC 201/202, ITM 209, MGT 250

*Business-preference students that are not admitted will be dropped at the end of the application cycle.*

*Decision dates are listed on our website.*

1.) Set a seat alert

2.) Meet with an academic advisor for help planning *around* this course.

Note: If students aren't admitted in the current admission cycle, they are dropped from the Business core courses after admissions decisions are sent out. This process typically opens a significant number of seats and therefore is a good time to monitor the enrollment system. Decision dates can be found on the admissions tab of our website.

**\*ADVISORS DO NOT GRANT OVERRIDES\***

**The transfer credit needs to be applied to your record before you can enroll. We *cannot* reserve a seat.**

**Once the course is completed send an official transcript to MSU so the credit can be added to your record. Make sure you are not enrolled in the equivalent course at MSU or the credit will not be applied.**

**You should be able to enroll without an override, if you cannot please submit an override request and include the error message you are receiving.**

**Prerequisites need to be completed *before* you can enroll in the course. This is also true for students taking a course as part of a minor requirement.**

**If you feel there are *extenuating* circumstances that would warrant an override, please submit an override request.**

**If you believe that you have taken an equivalent or higher level course that *should* satisfy the prerequisite, submit an override request.**

Make sure to include the course that you feel should satisfy the requirements.

**We recommend that you meet with an academic advisor for additional help exploring your options.**

**Note: Advisors do not grant overrides but they can help you determine if it is truly the **ONLY** way.**

**Please email Jeff Yingling for Hospitality Business  
course overrides.**



**Unfortunately we cannot make a switch for you.**

**We cannot guarantee that another student will not take the seat if you or your friend drop the course.**

**Unfortunately, we cannot add courses to your schedule prior to your enrollment period.**

If you believe that you will need an override **when your enrollment period opens** please submit an override request.

(ex: completed CSE 231 but the course requires CSE 101)

*This will not allow you to enroll prior to your enrollment period, but will allow you to enroll once your period opens.*

**Unfortunately, we cannot add you to courses after the open add deadline.**

**MSU's Late Add policy: <https://reg.msu.edu/ROInfo/EnrReg/Lateadds.aspx>**

# HOW TO MEET WITH A BROAD ACADEMIC ADVISOR

## Drop-In Advising

Drop-In advising will be available\* Monday – Thursday, 9:00-11:00am and 1:00-3:00pm in Eppley 102. Sign-in begins at 9:00 am and again at 1:00 pm (sign-in may end early if demand exceeds our ability to see all students by the end of the day).

## 30 Minute Advising Appointment

Go to <https://msu.campus.eab.com> and log in with your MSU NetID and password.

Click “Get Advising” in the upper right corner of the homepage.

Select “Broad College Advising” and follow the steps to make an appointment. You will receive a confirmation e-mail once you successfully schedule an appointment.

\* Drop-in schedule is subject to change, for the most up to date option please visit [uas.broad.msu.edu](https://uas.broad.msu.edu)