



RELIGION DEPARTMENT

CLASS REGISTRATION INFORMATION

1. Religion department instructors will NOT handle override requests to be enrolled into a closed course (an override).
2. All students who contact the faculty about an override will be told to see if they are eligible. If so, they should print the Registration Appeal Form available online at <http://www.cord.edu/Academics/Religion/index.php> or pick one up from the Religion Department Office, 213 Academy Hall.
3. Eligibility criteria for registration override are listed in the aforementioned form.
4. The student should deliver the completed Registration Appeal Form and the Student Class Schedule information to Mary Thornton, Religion Department Office, 213 Academy Hall.
5. The appeal shall be reviewed by the Department Chairperson who will make the final decision. The student will be notified regarding the outcome of the request.
6. If an appeal is approved, the student will be notified by the individual instructor regarding the override admittance procedures.
7. The student must then sign up for this course in Banner to complete the registration (the instructor cannot register the student!).