

JMU Class Override Procedures for Undergraduate Classes -August 2023

Academic Unit	Class Override Procedures
Accounting*	No overrides are issued; students should use the waitlist functionality in MyMadison.
Anthropology	Overrides are by permission of individual class instructors.
Architectural Design*	If a class is full, students should contact the professor by email before the first day of class; students should show up to the class on the first day to see if space is available, however there is no guarantee of a seat.
Art, Studio*	If a class is full, students should contact the professor by email before the first day of class; students should show up to the class on the first day to see if space is available, however there is no guarantee of a seat.
Art History	If a class is full, students should contact the professor by email before the first day of class; students should show up to the class on the first day to see if space is available, however there is no guarantee of a seat.
Biology and Biotechnology	No overrides into classes and labs that are full. For special permission to enroll into a class that is full, students should see Ms. Julia Stutzman, Biology Academic Advisor, Biosciences Building, BIO 2001A.
Chemistry	No overrides are issued for closed lecture or laboratory sections. Students should use the waitlist functionality in MyMadison as available, or contact the departmental administrative assistant for assistance (Physics/Chemistry Building, room 1186).
Communication Sciences and Disorders	Courses are open to declared majors. Majors needing an override into a CSD course should contact the CSD department in HBS 1026.
Communication Studies*	No overrides are given for SCOM 121, 122 and 123 in the GenEd program. Because of classroom space and pedagogical reasons, no overrides are issued for SCOM 240, 241, 242, 243, 261, 280, 361, 367, 381, 383, 385, 386 and 388. Individual instructors may issue overrides in other classes in extenuating circumstances.

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Computer Information Systems*	No overrides are issued; students should use the waitlist functionality in MyMadison
Computer Science*	If a student needs an override for some special reason (such as a problem with prerequisites), they may contact Dr. Florian Buchholz, Undergraduate Program Director, for an override. Normally overrides will not be given simply because a class is full; students should use waitlists.
Dance*	If the class is full or listed at zero, students must have permission from the individual class instructor for an override.
Dietetics*	Permission of individual class instructor except for NUTR 280. Students wanting an override into NUTR 280 should contact the dietetics department to have their name placed on a wait list. NUTR 280 overrides are prioritized and granted to Dietetics majors first followed by others based on seat availability and student's schedule. Overrides for NUTR 280 are not processed until preregistration closes.
Early, Elementary and Reading Education*	Courses are only available to students fully admitted to the education pre-professional program.
Earth Science	Overrides are by permission of individual class instructors.
Economics*	No overrides are issued; students should use the waitlist functionality in MyMadison
Engineering*	Students should use the waitlist functionality in MyMadison. To request an override into a course where prerequisites have not been met, students must contact the engineering department at engineering@jmu.edu
English	If available, students should use the waitlist functionality in MyMadison or contact the appropriate class professor. Overrides are at the discretion of individual class instructors.
Finance*	No overrides are issued; students should use waitlist functionality in MyMadison

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General Education	No overrides are given for WRTC 103, SCOM 121, SCOM 122 and SCOM 123. No overrides are given into ISCI 104 labs that are full. The General Education office does not issue overrides into GenEd classes. Students should follow the override request procedures of the department in which the subject is taught. For example, students seeking an override into CHEM 131 should follow the override procedures for the Chemistry department. Students seeking an override into a HUM or other ISCI class should seek permission from the individual class instructor.
Geographic Science	Overrides are by permission of individual class instructors.
Geology	Overrides are by permission of individual class instructors.
Graphic Design*	If a class is full, students should contact the professor by email before the first day of class; students should show up to the class on the first day to see if a seat is available, however there is no guarantee of a seat.
Health Sciences	Overrides are by permission of individual class instructors.
Health Services Administration	Overrides are by permission of individual class instructors.
History	Overrides are by permission of individual class instructors.
Hospitality Management	Overrides are reserved for declared majors; students should contact the department office in Godwin Hall, Suite 355.
Information Technology	Contact Program director Samy El-Twab, eltwass@jmu.edu
Integrated Science and Technology	To request an override into a course with open seats where the prerequisite has not been met, students should contact Mr. Paul Henriksen, ISAT 121, henrikpw@jmu.edu . All other overrides are by permission of individual class instructors.

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Intelligence Analysis*	All seats are reserved for Intelligence Analysis majors. Overrides for declared majors into IA courses are by permission of individual class instructors.
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Academic Unit	Class Override Procedures
International Affairs	Declared majors and minors use the waitlist functionality in MyMadison if course prerequisites have been met. Students should contact the class instructor to let him/her know they would like an override. Non-majors should go to the departmental office in Miller Hall, room 2120 and complete an override request form to present to the class instructor. Students can be on multiple class waitlists.
International Business*	No overrides are issued. Students should use the waitlist functionality in MyMadison
Justice Studies*	Students should use the course waitlist functionality in MyMadison. For overrides into JUST 399 and 400 see the department head.
Kinesiology	Overrides are by permission of individual class instructors.
Learning, Technology and Leadership Education	Overrides are by permission of individual class instructors and/or program coordinators.
Management*	No overrides are issued. Students should use the waitlist functionality in MyMadison
Marketing*	Contact the academic unit head for overrides into upper division Marketing classes.
Mathematics and Statistics	If a class is full, students should use the waitlist functionality in MyMadison. If there are prerequisite concerns, students should see Ms. Brenda Wilkinson in Roop 308.
Media Arts and Design*	Students fully admitted to the SMAD major should use the waitlist functionality in MyMadison. Overrides are by permission of individual class instructors.

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Middle, Secondary and Math Education*	Students must contact the department to be placed on a course waitlist.
Military Science	Contact the Military Science Department at rotc@jmu.edu or 568-6264 for overrides into an MSCI class.
Modern Foreign Languages	Overrides are by permission of individual class instructors.
Music*	Overrides are by permission of individual class instructors.
Musical Theatre*	If the class is full or listed at zero, students must have permission from the individual class instructor for an override.
Nursing*	Overrides into classes designated as nursing electives are by permission of individual instructors.
Philosophy and Religion	Overrides are by permission of individual class instructors.
Physics	No overrides. Students should use waitlist or speak with the departmental administrative assistant, 540-568-6109.
Political Science	Declared majors and minors should use the waitlist in MyMadison if course prerequisites have been met. Students should contact the class instructor to let him/her know they would like an override. Non-majors should go to the departmental office in Miller Hall, room 2120 and complete an override request form to present to the class instructor. Students can be on multiple class waitlists.
Psychology*	Questions regarding Overrides in the Psychology Department can be answered here: http://psyc.jmu.edu/ug/overrides.html

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Public Policy and Administration	Declared majors and minors should use the waitlist in MyMadison if course prerequisites have been met. Students should contact the class instructor to let him/her know they would like an override. Non-majors should go to the departmental office in Miller Hall, room 2120 and complete an override request form to present to the class instructor. Students can be on multiple class waitlists.
Quantitative Finance*	No overrides are issued. Students should use the waitlist functionality in MyMadison
Social Work*	No overrides are issued into required major courses. Students should put their name on the waitlist for major electives by going to the department office.
Sociology	Overrides are by permission of individual class instructors.
Sport and Recreation Management	Overrides are reserved for declared majors; students should contact the department office in Godwin Hall, Suite 355.
Theatre*	If the class is full or listed at zero, students must have permission from the individual class instructor for an override.
Writing, Rhetoric and Technical Communication	No overrides are given for WRTC 103. WRTC majors and minors should see their WRTC advisor about obtaining overrides into other WRTC classes. If you are not a declared major or minor but are interested in taking a WRTC course, please contact the Director of WRTC, Dr. Traci Zimmerman, during the open registration period.

** Asterisk denotes major(s) with admission and progression standards.*

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