INSTRUCTOR’S GUIDE ON HOW TO COMPLETE OVERRIDE FORMS

You will be notified when a student has listed you as their instructor for a course in which they are enrolling. The email will look like the one below from NG Web Solution, the third-party company who hosts UCF’s dynamic forms. It is not spam or a phishing request. You will click the link that says “Click here” to complete your section of the dynamic form.

After you click the link, it will direct you to the sign in page for dynamic forms.

Fill in your account name and password and select “Sign on.”
You will be directed to the Welcome Page for Dynamic Forms. Click the “Complete This Form” button.

Welcome to Dynamic Forms
Let’s get started, Tracey.

The Grad Restricted Registration & Override Form form needs to be completed.

[Complete This Form button]

You can check back here anytime to view your Pending / Draft Forms and review your completed Forms History.

Thank you for using Dynamic Forms!

Now, you are in the Dynamic Form System, and ready to complete your portion of the request.

Graduate Student Restricted Registration Agreement and Override Form

| Directed Independent Studies (only 6 hours) | 6908 |
| Directed Research | 6916 |
| ECE MS and PhD students cannot enroll in this course. This course cannot be used in a Thesis Program of Study |
| Internships | 6946 |
| Study Abroad | 6958 |
| Thesis | 6971 |
| You must have a committee form on file to enroll in this course |
| Doctoral Research | 7919 |
| Doctoral Dissertation (must have Candidacy status) | 7980 |
| You must pass Candidacy by the deadline stated on the UCF Academic Calendar |

Scroll down and make sure all the information provided by the student is correct. Then you will have to fill out the portion title For Instructor Use Only. You will need to pick the reason for the Override request and give a detailed reason as to why you are authorizing the override request. (Please see Page 4 for explanations of Override Request Reasons.)
If everything is correct, click the space above the Instructor Signature line.

![Instructor Signature Line]

Then scroll to the bottom and hit the “Submit Form” button.

![Submit Form Button]

Once you hit the Submit button, this form is forwarded the CECS Graduate Affairs Office for processing.

If you notice an error on the form, you will still sign the form as directed above, but hit the “Return for Revision” button.

![Return for Revision Button]

Once you hit Return for Revision, an email format will appear. Enter the subject of your email and type a message in the body of your email. This will go back to the student directly for revisions needed. Once your message is complete, hit the red “Return this form” for revision button.
The form will then be recycled back to the student for revisions. Once the student makes the corrections, you will get another email notification and you can begin the approval process again.

Below are the override reasons. If you do not know which option(s) to select, please contact us at CECSgradregistraion@ucf.edu for assistance. Please note that this account will only be monitored during standard business hours, Mondays through Fridays.

**EXPLANATION OF OVERRIDE REQUEST REASONS**

**PREREQUISITE:** The course requires the student has taken a course or has the needed knowledge background before registering for the requested course. You can choose this option if you feel the student can excel in the course completed either outside of UCF or completing other course work that covers the same foundational information.

**CAREER:** You can use this option for an undergraduate student registering in a graduate level course or a graduate student registering for an undergraduate level course (Graduate student overrides will not be registered for undergraduate level courses until 3 PM, the Friday preceding the beginning of a term.)

**TIME CONFLICT:** Override scheduling time conflicts a student may have with another course. The suggested use for this override option is when a student is trying to register in a lab and a lecture that conflict in time. If a student is trying to enroll in two lecture courses that conflict, it is suggested that you deny the request as a conflict in class time will also result in a conflict of final exam time and cause the student to miss their final exam.

**UNIT LOAD:** Overrides max hour limit for term load (17 hours undergraduate or 12 hours graduate students.)