



University of
South Australia

Student and Academic Services

How to lodge an Override Request



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Overview: Lodging an Override request

This document is to assist students with lodging an enrolment **Override Request**. The online override form is accessed from the **Override** page within myEnrolment. If you are accessing this document from outside of myEnrolment you will first need to **Login** to myEnrolment.

You can lodge an online override to request approval to enrol in a class restricted for the following reasons:

- **Full class** (number of students enrolled has reached enrolment capacity). This is authorised by the School Timetabler.

The following overrides are authorised by Course Coordinator and/or Program Director:

- **Career** (Undergraduate student requesting permission to enrol in Postgraduate course)
- **Permission** (class restricted by the School to specific students. Also, called Department Consent).
- **Requisites** (a course restricted by prerequisite courses, or enrolment only available to students in a specific Program/s)
- **Unit load** (a standard full time load is 18 units per study period. A student may seek permission to exceed this limit.)

Go to **Enrolment Help**.



Click the **Overrides** button.



Enrolment Help

Click on the following buttons for further support.

The **Overrides** button will take you through to another page where you can apply for an override into a course.



The **Override** page will display.



University of
South Australia

myEnrolment



[Home](#) [my Details](#) ▾ [my Enrolment Advice](#) [Checklist](#) [Manage my Enrolment](#) [my Timetable](#) [Summer/Winter School](#) [Help](#)

Overrides

Select relevant **Study Period** from dropdown menu

Study Period 5 - 2022 ▾

Study Period 5 - 2022 Add/Drop Dates

<u>Enrol By Date</u>	<u>Census Date</u>	<u>Withdraw Date (W)</u>	<u>Withdraw Fail Date (WF)</u>
12 Aug 2022	31 Aug 2022	16 Sep 2022	14 Oct 2022

OVERRIDE REQUEST

⚠ Please note that submitting this request does not guarantee acceptance into a full class.

[Lodge Override Request](#) [Override Request Help](#)

A response will be sent to your student email account once your application is processed. If approved, you will still need to select 'Enrol now' via the Override Request summary page. You will be given a limited time to process your override so please check your student email regularly. Over busy periods please allow at least two business days for your request to be processed.

If your Override Request has been set to **Pending**, this can take **3-5 business days** to either be approved or denied, as further discussions around your request are happening within your Academic Unit.

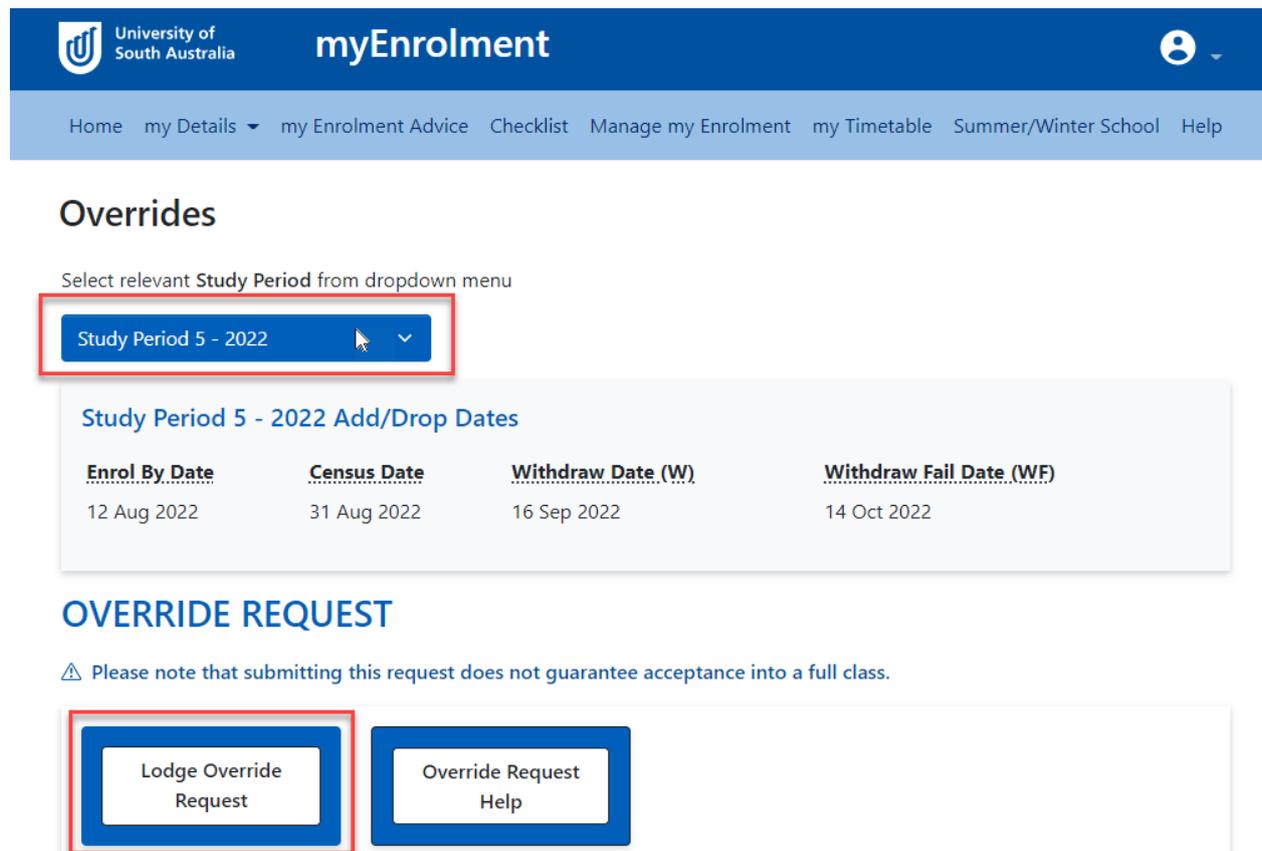
TIME CLASH OVERRIDE

A Time Clash is when two classes overlap or occur at the same time at some point in the Study Period. If you have [checked with your Academic Unit](#) that you can meet the required minimum attendance for both classes, you can enrol in both.

How to lodge an override request

Tip: you may like to enrol in your second choice class(es) in case your override request is not approved. If you enrolled in the same course (but different class) as your override, you will be automatically swapped to your approved classes when you process your override enrolment. However, if you enrolled in a different course to your override request, this will not be automatically dropped. It is your responsibility to drop it if your override request is approved.

Select desired study period from the drop down menu.
Then click the Lodge Override Request button.



The screenshot shows the 'myEnrolment' interface. At the top, there is a navigation bar with the University of South Australia logo and the text 'myEnrolment'. Below this is a menu with links: Home, my Details, my Enrolment Advice, Checklist, Manage my Enrolment, my Timetable, Summer/Winter School, and Help. The main content area is titled 'Overrides' and includes a dropdown menu for 'Study Period 5 - 2022'. Below the dropdown is a table titled 'Study Period 5 - 2022 Add/Drop Dates' with columns for Enrol By Date, Census Date, Withdraw Date (W), and Withdraw Fail Date (WF). The table contains the following data:

Enrol By Date	Census Date	Withdraw Date (W)	Withdraw Fail Date (WF)
12 Aug 2022	31 Aug 2022	16 Sep 2022	14 Oct 2022

Below the table is a section titled 'OVERRIDE REQUEST' with a warning icon and the text: 'Please note that submitting this request does not guarantee acceptance into a full class.' At the bottom of this section are two buttons: 'Lodge Override Request' and 'Override Request Help'.

If this is your first override request for that study period, go to next section: [Complete override request form](#).

If you have prior override requests for the selected study period, the **Override request summary** page will open. This is a summary of all the override requests you have made via myEnrolment for this study period.

Click **New Request**.



University of
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myEnrolment



[Home](#) [my Details](#) [my Enrolment Advice](#) [Checklist](#) [Manage my Enrolment](#) [my Timetable](#) [Summer/Winter School](#) [Help](#)

Overrides

If your Override request has been set to **Pending** this may take **3-5 business days** to provide you with either an approval for enrolment or to have your request denied.
To make a new request click the '**New Request**' button.

5 Request(s) found

[Change Study Period](#)

[New Request](#)

COMP 4010 Enrolled then Dropped

Program: BPrimaryEducation(H)

Study Period: Study Period 5 - 2022

Complete override request form

The Override request form will open.



University of
South Australia

myEnrolment



[Home](#) [my Details](#) [my Enrolment Advice](#) [Checklist](#) [Manage my Enrolment](#) [my Timetable](#) [Summer/Winter School](#) [Help](#)

Overrides

Please do not submit this form if there are other options available to you.
Fields marked with * must be completed. Note that blank fields will result in your request not being successfully submitted.
Please note that submitting this request does not guarantee acceptance into a full class.

Student Details

Student ID

First Name

Last Name

UniSA Email contact

Telephone Number

Program

Course Information

Select course **Subject Area** and **Catalogue Number**, then click 'Search'. Or search by **Class Number**.
Scroll down to view your search results.

[Course Search](#)

Scroll down on page.

Enter **Subject Area**

Enter **Catalogue Number** (usually a four digit number)

OR

Enter **Class Number**

Click **Search**

 [Course Search](#)

Study Period 5 - 2022  [Change](#)

Level

Undergraduate 

Search by any combination of:

Class Number

Subject Area

EDUC (Education) 

Catalogue Number

1018

[Search](#) [Cancel](#)

Your search results will display.

Design and Technology Education - EDUC 1018 - Undergraduate

Choose one option below and select your **Enrolment Class**. Based on the course you may also need to select **Related Classes**.

 [View my Timetable](#)

<input type="radio"/>	Option 1	Magill
<input type="radio"/>	Option 2	Magill
<input type="radio"/>	Option 3	Mawson Lakes
<input type="radio"/>	Option 4	External
<input type="radio"/>	Option 5	External
<input type="radio"/>	Option 6	Whyalla
<input type="radio"/>	Option 7	Mt Gambier

Indicate Override Issues

Please tick any that apply

- Full Class - Allows a student to request a place in a full class
- Career - Allows Undergraduate to select Postgraduate classes
- Load - Allows one-off override of a student's load, e.g. to allow more than full time load to be taken in a given study period
- Requirement Group - Overrides a class restricted to students in specific programs (degrees) only
- Permission - Relates to enrolments that require permission or consent, e.g. Directed Study

If there is more than one Option (ie various Campuses and/or External option) click the Option you want.

The classes under that Option will expand.

- Option 1 City West

Enrolment Class - Prep

	Attendance	Component	Class Number	Class Size	Students Enrolled
<input type="radio"/>	On Line	Prep	52508	125	103

This is an online preparatory component for all students to undertake during week 0. Students will be required to access the online resources anytime during week 0 for this course to prepare for week 1 classes.

Dates: 01 Aug 2022 - 05 Aug 2022

Times: No start time - No end time

Related Class - Workshop

	Attendance	Component	Class Number	Class Size	Students Enrolled
<input type="radio"/> Full	In Person	Workshop	52509	25	25

Dates: Tuesday 09 Aug 2022 - 13 Sep 2022

Times: 12:10 PM - 2:30 PM

Room: CWE/JS5-12

Dates: Tuesday 04 Oct 2022 - 25 Oct 2022

Times: 12:10 PM - 2:30 PM

Room: CWE/JS5-12

<input type="radio"/> Full	In Person	Workshop	52510	25	26
---	-----------	----------	-------	----	----

If you see the following 'OHSW ALERT' message next to a class it means the actual room capacity has been reached (this is different than the enrolment capacity). This means you are unable to lodge an override request for this class as the University would be liable if they accepted more students in a room than has been approved by safety standards. There will be no radio button to select this class.

Enrolment Class - Tutorial

	Attendance	Component	Class Number	Class Size	Students Enrolled
OHSW Alert	In Person	Tutorial	51566	40	40

Dates: Tuesday 26 Jul 2022 - 23 Aug 2022

Times: 9:10 AM - 11:00 AM

Room: MLK/P2-41

Dates: Tuesday 11 Oct 2022 - 01 Nov 2022

Times: 9:10 AM - 11:00 AM

Room: MLK/P2-41

Select all the classes (enrolment and related classes) required for the course (ie Lecture, Tutorial, etc) including the restricted class you want to enrol in.

Option 1
City West

Enrolment Class - Prep

	Attendance	Component	Class Number	Class Size	Students Enrolled
<input checked="" type="radio"/>	On Line	Prep	52508	125	103

This is an online preparatory component for all students to undertake during week 0. Students will be required to access the online resources anytime during week 0 for this course to prepare for week 1 classes.

Dates: 01 Aug 2022 - 05 Aug 2022

Times: No start time - No end time

Related Class - Workshop

	Attendance	Component	Class Number	Class Size	Students Enrolled
<input checked="" type="radio"/> Full	In Person	Workshop	52509	25	25

Dates: Tuesday 09 Aug 2022 - 13 Sep 2022

Times: 12:10 PM - 2:30 PM

Room: CWE/JS5-12

Dates: Tuesday 04 Oct 2022 - 25 Oct 2022

Times: 12:10 PM - 2:30 PM

Room: CWE/JS5-12

Indicate if there are any other restrictions on this class by selecting the relevant box.

Indicate Override Issues

Please tick any that apply

- Full Class - Allows a student to request a place in a full class
- Career - Allows Undergraduate to select Postgraduate classes
- Load - Allows one-off override of a student's load, e.g. to allow more than full time load to be taken in a given study period
- Requirement Group - Overrides a class restricted to students in specific programs (degrees) only
- Permission - Relates to enrolments that require permission or consent, e.g. Directed Study

Enter **Reasons for requesting override**. This is a compulsory field.

Reasons for requesting override

Please provide a brief explanation of your exceptional circumstances and why you are requesting an override. **Maximum of 500 characters and avoid using special characters.**

These will be taken into consideration when processing the override request.

* A reason must be entered for request to be submitted.

This full class best fits with my study and work schedule

⚠ Your request will be processed as soon as possible. Advice of the outcome will be sent to your student email address. If approved, return here and click to the 'Enrol now' button on the **Override Summary** screen.

Confirm Override Request

Cancel Request

Click **Confirm Override Request**.

A confirmation window will open so you can check the details of your request before lodging it.

Attendance	Component	Class Number	Class Size	Students Enrolled
On Line	Prep	52508	125	103
This is an online preparatory component for all students to undertake during week 0. Students will be required to access the online resources anytime during week 0 for this course to prepare for week 1 classes.				
Dates: 01 Aug 2022 - 05 Aug 2022				
Times: No start time - No end time				
Full	In Person	Workshop	52509	25
Dates: Tuesday 09 Aug 2022 - 13 Sep 2022				
Times: 12:10 PM - 2:30 PM				
Room: CWE//J55-12				
Dates: Tuesday 04 Oct 2022 - 25 Oct 2022				
Times: 12:10 PM - 2:30 PM				
Room: CWE//J55-12				
Override Details				
Override Reasons				
Full Class - Allows a student to request a place in a full class, Load - Allows one-off override of a student's load, e.g. to allow more than full time load to be taken in a given study period				
Reasons for requesting override				
This full class best fits with my study and work schedule				
Submit Override Request				
Cancel				

Click **Submit Override Request** to lodge request.

Submit Override Request

Cancel

You should receive a confirmation message that the override request was lodged successfully.

Thank you for submitting your override request. We will attempt to process your request in two working days, but over busier times it may take longer. The outcome will be sent to your student email. We appreciate your patience.

Financial Accounting 1

Subject Area / Catalogue Number

ACCT 1006

Study Period

Study Period 5 - 2022

[Student Details](#)

Click **Return to Summary** which will display your **Override request summary** page for that study period.

Your new request should be listed there.

Full	In Person	Workshop	52509	25	25
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Dates: Tuesday 09 Aug 2022 - 13 Sep 2022

Times: 12:10 PM - 2:30 PM

Room: CWE/JS5-12

Dates: Tuesday 04 Oct 2022 - 25 Oct 2022

Times: 12:10 PM - 2:30 PM

Room: CWE/JS5-12

Override Details

Override Reasons

Full Class - Allows a student to request a place in a full class, Load - Allows one-off override of a student's load, e.g. to allow more than full time load to be taken in a given study period

Reasons for requesting override

This full class best fits with my study and work schedule

[Return to Summary](#)

How to Withdraw override request

You can withdraw your override request at any point before enrolling into an approved override class.

Login to myEnrolment.

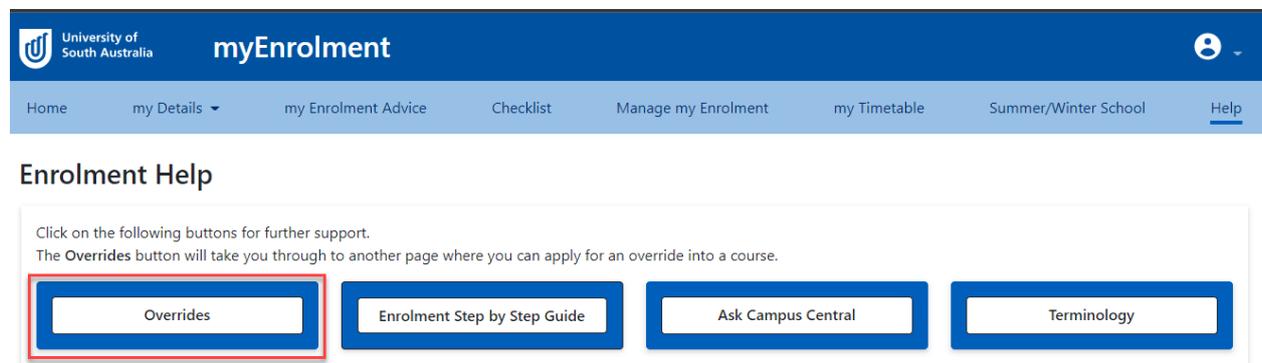
Go to **Enrolment Help**.



University of South Australia myEnrolment

Home my Details my Enrolment Advice Checklist Manage my Enrolment my Timetable Summer/Winter School **Help**

Click the **Overrides** button.



University of South Australia myEnrolment

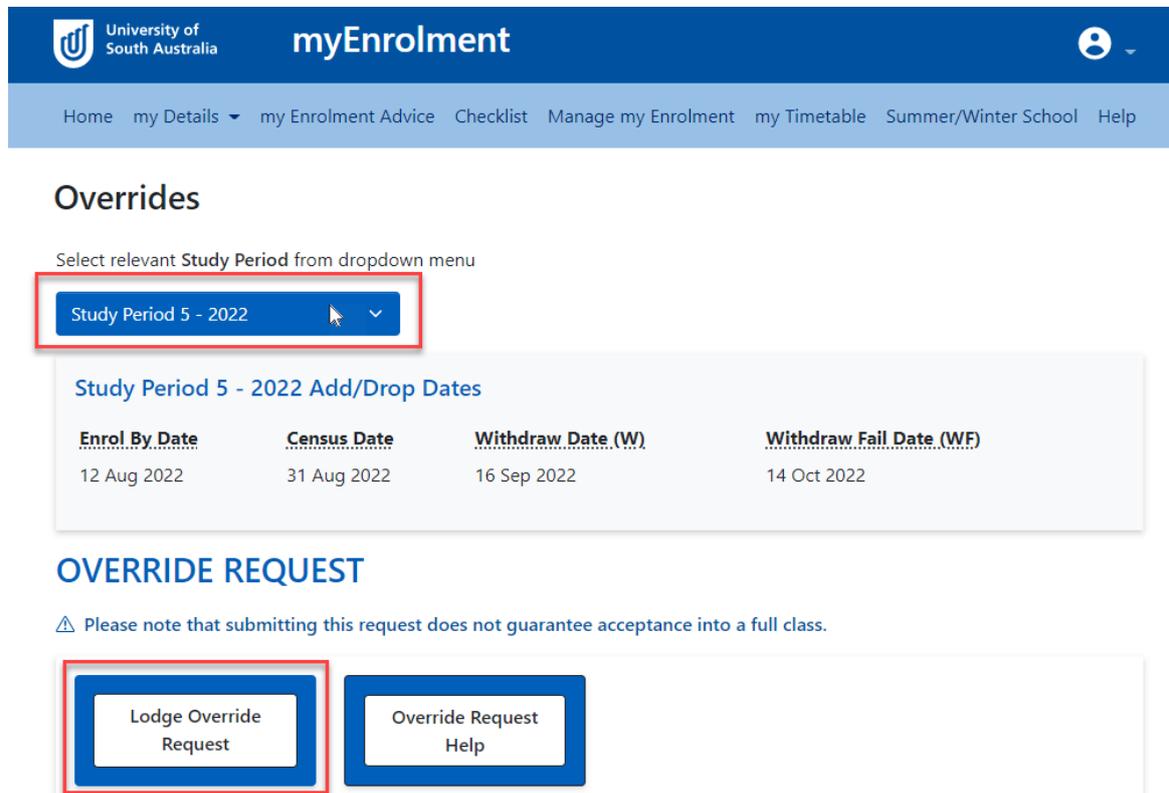
Home my Details my Enrolment Advice Checklist Manage my Enrolment my Timetable Summer/Winter School **Help**

Enrolment Help

Click on the following buttons for further support.
The **Overrides** button will take you through to another page where you can apply for an override into a course.

Overrides Enrolment Step by Step Guide Ask Campus Central Terminology

Select the **study period** of the override request you want to withdraw, then click **Loge Override Request**



University of South Australia myEnrolment

Home my Details my Enrolment Advice Checklist Manage my Enrolment my Timetable Summer/Winter School Help

Overrides

Select relevant Study Period from dropdown menu

Study Period 5 - 2022

Study Period 5 - 2022 Add/Drop Dates

<u>Enrol By Date</u>	<u>Census Date</u>	<u>Withdraw Date (W)</u>	<u>Withdraw Fail Date (WF)</u>
12 Aug 2022	31 Aug 2022	16 Sep 2022	14 Oct 2022

OVERRIDE REQUEST

⚠ Please note that submitting this request does not guarantee acceptance into a full class.

Lodge Override Request Override Request Help

Your **Override request summary** page will display.

[Change Study Period](#)

[New Request](#)

ACCT 1006	Submitted	Withdraw
------------------	------------------	--------------------------

Program: DArts

Study Period: Study Period 5 - 2022

Class(es): 52508, 52509

Request Submission Time: 19 May 2022 04:29 PM

Override Type(s): Full Class, Load

Reason: This full class best fits with my study and work schedule

Expiry Date:

Click the **Withdraw** button next to the request you want to withdraw.

[Change Study Period](#)

[New Request](#)

ACCT 1006	Submitted	Withdraw
------------------	------------------	--------------------------

Program: DArts

Study Period: Study Period 5 - 2022

Class(es): 52508, 52509

Request Submission Time: 19 May 2022 04:29 PM

Override Type(s): Full Class, Load

Reason: This full class best fits with my study and work schedule

Expiry Date:

The example above is a request that has been submitted by you, but not yet approved or declined by the Academic Unit Timetabler.

If your request has been approved by the Academic Unit Timetabler you still have the option to **Withdraw** instead of **Enrol now**.

How to enrol in an approved override

If your override request is approved you will receive an email confirmation via your student email account.

Tip: you must take note of the expiry date in the email. If you don't accept the enrolment before this date you will need to lodge a new request.

Example of approved Full Class Override request:

Class Override - Approved (Enrol Now)



Student-Systems-do-not-reply@testmail.unisa.edu.au



To:

Thu 28/04/2022 10:43 AM

Dear

Your class override request for Transition to Prof Practice (NURS - 3056) has been approved.

There is one more step you must complete to enrol in this class. Please follow the instructions below or your override will expire and you will not be enrolled.

To enrol

Please login to myEnrolment go to **Enrolment Help**, then **Overrides**, select **Study Period** and click the **Full Class Override Request** button. Click **Enrol now** next to the approved override request and your enrolment will be processed.

Expiry: you must enrol by **02-05-2022** or your approval will expire.

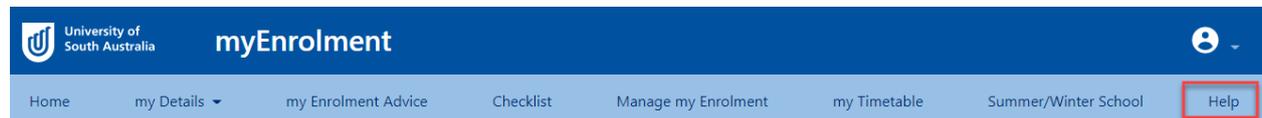
Regards

UniSA Clinical & Health Sciences

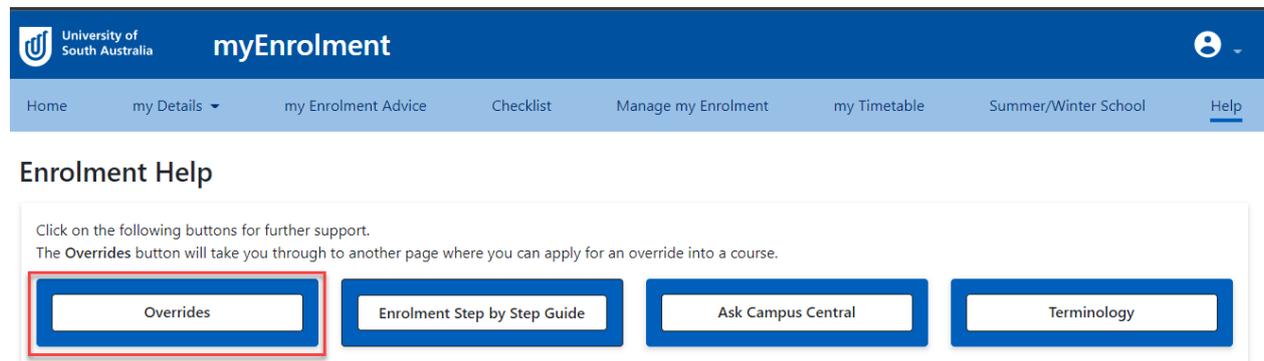
Click on the 'myEnrolment' link in the email.

Login to myEnrolment.

Go to **Enrolment Help**.

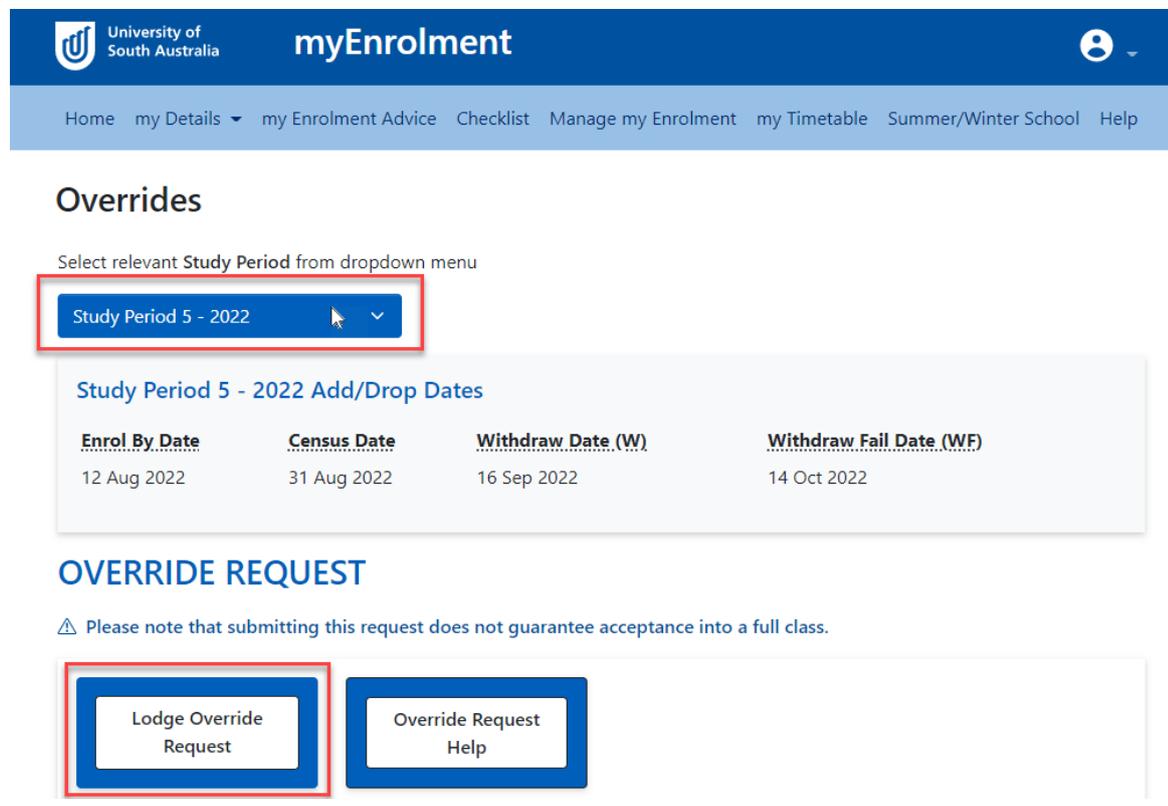


Click the **Overrides** button.



The screenshot shows the 'myEnrolment' interface. At the top, there is a navigation bar with the University of South Australia logo and the text 'myEnrolment'. Below this is a horizontal menu with links: Home, my Details, my Enrolment Advice, Checklist, Manage my Enrolment, my Timetable, Summer/Winter School, and Help. The main heading is 'Enrolment Help'. Below the heading, there is a text box that says: 'Click on the following buttons for further support. The Overrides button will take you through to another page where you can apply for an override into a course.' Below this text are four buttons: 'Overrides', 'Enrolment Step by Step Guide', 'Ask Campus Central', and 'Terminology'. The 'Overrides' button is highlighted with a red border.

Select the **study period** of the approved override, then click the **Lodge Override Request** button.



The screenshot shows the 'myEnrolment' interface for the 'Overrides' section. At the top, there is a navigation bar with the University of South Australia logo and the text 'myEnrolment'. Below this is a horizontal menu with links: Home, my Details, my Enrolment Advice, Checklist, Manage my Enrolment, my Timetable, Summer/Winter School, and Help. The main heading is 'Overrides'. Below the heading, there is a text box that says: 'Select relevant Study Period from dropdown menu'. Below this text is a dropdown menu with the text 'Study Period 5 - 2022' and a downward arrow. The dropdown menu is highlighted with a red border. Below the dropdown menu is a table with the following data:

Study Period 5 - 2022 Add/Drop Dates			
<u>Enrol By Date</u>	<u>Census Date</u>	<u>Withdraw Date (W)</u>	<u>Withdraw Fail Date (WF)</u>
12 Aug 2022	31 Aug 2022	16 Sep 2022	14 Oct 2022

Below the table is a heading 'OVERRIDE REQUEST'. Below the heading is a text box that says: 'Please note that submitting this request does not guarantee acceptance into a full class.' Below this text are two buttons: 'Lodge Override Request' and 'Override Request Help'. The 'Lodge Override Request' button is highlighted with a red border.

Click **Enrol now** next to the override request you want to enrol in.

ACCT 1006

Approved

Withdraw

Enrol now

Program: DArts

Study Period: Study Period 5 - 2022

Class(es): 52508, 52509

Request Submission Time: 19 May 2022 04:29 PM

Override Type(s): Full Class, Load

Reason: The course coordinator has approved your request to enter this full class.

Expiry Date: 23 May 2022 12:00 AM

You will receive a message indicating the enrolment was successful.
The Status of the course will change to 'Enrolled'.

Overrides

You have successfully enrolled in the Override Classes. Check *Manage my Enrolment* to confirm the classes are enrolled.

If your Override request has been set to **Pending** this may take 3-5 business days to provide you with either an approval for enrolment or to have your request denied.

To make a new request click the 'New Request' button.

6 Request(s) found

Change Study Period

New Request

ACCT 1006

Enrolled

Program: DArts

Study Period: Study Period 5 - 2022

Go to **Manage my Enrolment** to see the classes against your enrolment summary.

Select the correct **study period** from the drop down menu.

A summary of your enrolments for that study period will display, including the overridden course you just enrolled in.

Study Period 5 - 2022

Program DDAR - DArts (Undergraduate)

Add course

Course	Title	Class Number	Component	Notes
<input type="checkbox"/> ACCT 1006	Financial Accounting 1	52508 	Prep	This is an online preparatory component for all students to undertake during week 0. Students will be required to access the online resources anytime during week 0 for this course to prepare for week 1 classes.
		52509 	Workshop	
<input type="checkbox"/> HLTH 1013	Fitness and Lifestyle Management	50994 	Workshop	

What if your request is declined?

If your override request is declined you will receive an email to your student email account to advise you.

Example of declined Full Class Override request:

Class Override - Declined



Student-Systems-do-not-reply@testmail.unisa.edu.au



To:

Fri 29/04/2022 10:01 AM

Dear

Your class override request for Intro Evid based Pr Rsch HSc (HLTH - 1049) has been declined.

Timetabler's Comments:

Your request has been declined as you do not meet the pre-requisites for this course.

Regards,

UniSA Allied Health & Human Performance

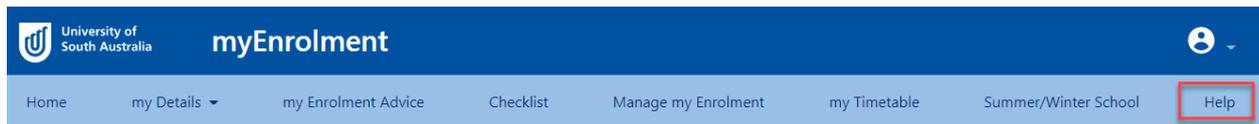
If you haven't already enrolled into your second choice classes, you should do so now. If you are unable to enrol in any alternative classes, you will need to contact the School Office that owns the class you wanted to enrol in. If this is different from your Home School Office (ie the School that owns your program), you may also want to contact them to discuss alternatives for your study plan.

How to view existing override requests

You can view the status of your submitted override requests at any time.

Login to myEnrolment.

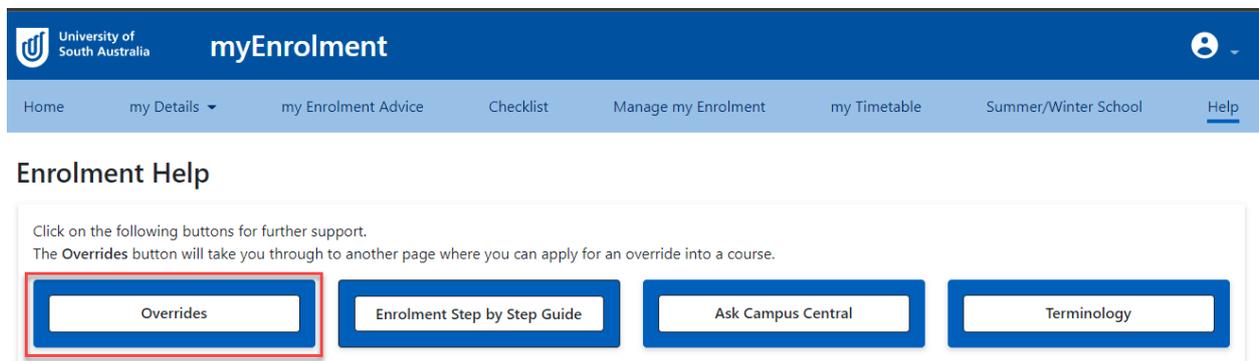
Go to **Enrolment Help**.



University of South Australia myEnrolment

Home my Details my Enrolment Advice Checklist Manage my Enrolment my Timetable Summer/Winter School **Help**

Click the **Overrides** button.



University of South Australia myEnrolment

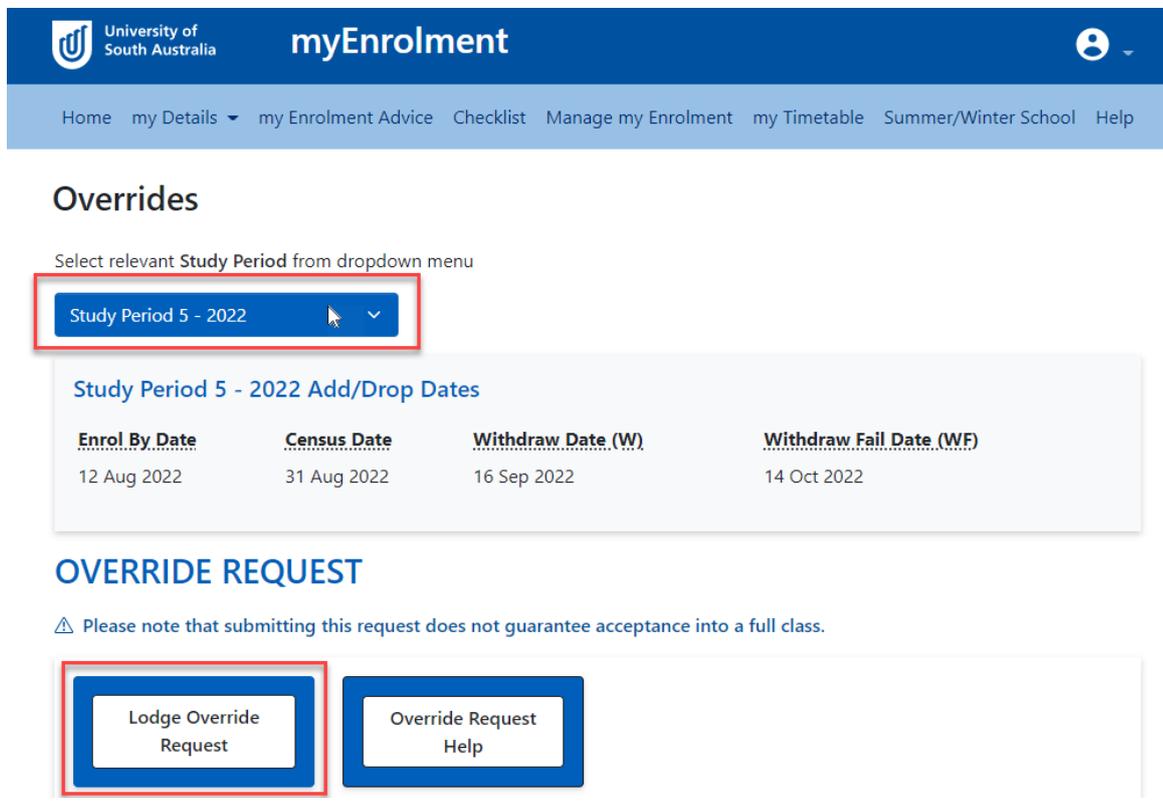
Home my Details my Enrolment Advice Checklist Manage my Enrolment my Timetable Summer/Winter School Help

Enrolment Help

Click on the following buttons for further support.
The **Overrides** button will take you through to another page where you can apply for an override into a course.

Overrides Enrolment Step by Step Guide Ask Campus Central Terminology

Select the **study period** of the approved override, then click the **Lodge Override Request** button.



University of South Australia myEnrolment

Home my Details my Enrolment Advice Checklist Manage my Enrolment my Timetable Summer/Winter School Help

Overrides

Select relevant **Study Period** from dropdown menu

Study Period 5 - 2022

Study Period 5 - 2022 Add/Drop Dates

<u>Enrol By Date</u>	<u>Census Date</u>	<u>Withdraw Date (W)</u>	<u>Withdraw Fail Date (WF)</u>
12 Aug 2022	31 Aug 2022	16 Sep 2022	14 Oct 2022

OVERRIDE REQUEST

⚠ Please note that submitting this request does not guarantee acceptance into a full class.

Lodge Override Request Override Request Help

Your **Override request summary** page will display.

You can view the various statuses of your override requests, as well as expiry dates etc.

Expiry Date: if your request has been approved there will be an expiry date you must enrol by. After this date the **Enrol now** button will disappear and you will need to lodge the request again.

COMP 4010

Enrolled then Dropped

Program: BPrimaryEducation(H)

Study Period: Study Period 5 - 2022

Class(es): 51955, 51954

Request Submission Time: 29 Apr 2022 10:48 AM

Override Type(s): Full Class

Reason:

Expiry Date: 29 Apr 2022 12:00 AM

EDUC 1018

Expired

Program: DArts

Study Period: Study Period 5 - 2022

Class(es): 50664

Request Submission Time: 29 Apr 2022 10:03 AM

Override Type(s): Load

Reason: ydu

Expiry Date: 16 May 2022 12:00 AM

EDUC 1089

Submitted

Withdraw

Program: BPrimaryEducation(H)

Status:

- **Submitted:** lodged by you but not yet processed by Academic Unit Timetabler.
- **Approved:** School Timetabler has approved override request and you are able to enrol by selecting 'Enrol now' button.
- **Declined:** School Timetabler has declined your override request.
- **Pending:** The School are needing further time to confirm the outcome for the request.
- **Withdrawn:** override request was withdrawn by you.
- **Expired:** override request was approved but has now expired. You will need to lodge an override request again if you still want to enrol in this class.

Frequently Asked Questions

Should I enrol in my second choice class as well as lodging an override request?

If you are concerned about missing other options if your override request is not approved, then you should enrol in your second choice class(es) as well as lodge the override request.

If you enrol in the same course (but different class) as your override, you will be automatically swapped to your approved classes when you process your override enrolment. However, if you enrol in a different course to your override request, this will not be automatically dropped. It is your responsibility to drop it if your override request is approved.

How long will my override take to process?

As soon as you submit your override request an email will go to the School Timetabler with the details of your request. The School will aim to respond to your request within two business days, but over busy times this may take longer. Check your student email account regularly whilst waiting for an override to be approved. If it is approved you will be given a limited amount of time to enrol before the approval expires. This is usually two business days, but may be shorter depending on the demand for the class and how close it is to the study period Census Date.

Up to what date can I lodge a full class override request?

You can lodge a full class override request up until the study period **Census Date**. However, you will be unable to enrol in an approved request after Census Date. Therefore, if your override request is lodged just before or on Census Date the turnaround time to have it processed and then enrol will be short. It's not recommended to lodge a request on Census Date as it's unlikely to be processed in time.

My override was approved but has now expired. What should I do?

If your override request is approved there will be a limited amount of time for you to enrol before the approval expires. If it expires the **Enrol now** button will disappear and you will need to lodge the request again.

Glossary

Please follow this link [HERE](#) to view the full Glossary of University Terms for UniSA.