New American Film School | Course Override Instructions (for students)

To request a course override for a film class (FMP or THF) you’ll start by clicking the link.

When you click the link, you will be taken to this entry field:

1. Please enter your name and ASU email address.

2. Please enter the name and ASU email address of the course instructor.

3. Click “BEGIN SIGNING”
   - The name and email address of the course instructor can be found in the class search.
After clicking “BEGIN SIGNING” you will be taken to this screen:

Please Review & Act on These Documents

You have submitted a request to the New American Film School for a course override.

Now what?

The course instructor that you indicated in the form will review your request (and be in touch if they have more questions before approving or denying the override). If your request is denied, you will receive an email from DocuSign and the course instructor or staff member explaining the reason.

If your request is approved, you will receive an email that the “envelope is complete” when NAFS staff have entered your override and you should be able to enroll in your course.

Please note: you must check ALL of the required override types (based on the errors you received when trying to enroll) to ensure that staff can appropriately process your request. Missed check boxes will delay the override process. If you are unsure which override type(s) you need – please consult with your academic advisor and/or faculty member.

1. Read the Electronic Record and Signature Disclosure.

2. Check the box to agree to use electronic records and signatures.

3. Click continue. This will take you to the course override form to complete.
1. Enter your 10-digit ASU ID Number.

2. Select the semester and year you need the override.

3. Enter the unique 5-digit class number.
4. Enter the Course Prefix (Subject) and Number.
   - Note: staff can only process requests for FMP or THF film classes

5. Select your academic year.

6. Check all of the reasons you need a course override.
   - Class Permission: the class requires consent from the instructor or department to enroll
   - Requisites: you don’t meet the pre- or co-requisites for the course
   - You are changing your major to film and need to enroll in classes.
   - Class Limit: all of the seats in the class are full.
   - Time Conflict: two classes I want to take overlap in the day/time offered.

7. Briefly explain why you need an override.
   - If the class required instructor or department consent, check the notes on the class as they will
     explain what criteria the instructor is requiring to enroll in the course. You may need to explain
     your experience with a type of film work, etc.
   - Otherwise you may need to explain the situation. For example, if a class is full and you’re asking
     to be let in over the capacity, “I need to take the class on Tuesday at 1pm because of my work
     schedule.”

When you have entered all the necessary information – the form will tell you, “Done!” in the top left corner
and prompt you to click, “Finish.”

Now what happens?

1. The course instructor will receive a copy of your override request and will approve or deny it.
   - If they have additional questions for you before granting the override – expect to see an email
     from the professor before they approve. Or, they may decline and explain the reason for
     declining the request.

2. If approved, the override goes straight to Film Staff to be entered into the computer. They will enter
   the override and “sign” the override to finish the process.

3. You will see an email from Docusign that the “envelope is complete.” (Docusign lingo for “it’s all
   done.”)

4. Enroll in your class!