

## OVER TALLY Form - FACULTY

In accordance with the MSCF Collective Bargaining Agreement (2013 to 2015), page 23, Article 11, Section 1, Sub. 11 – Class Size: ... "Under exceptional circumstances as determined by the affected faculty member, an instructor may admit two (2) additional students per section." This does not change the class maximum limit.

If you have questions or need assistance with this form, please contact Human Resources at 507-389-7234.

If you have any questions about the processing this form and student registration requirements, contact the Registrar's Office. Please call 507-389-7220 and press option 3

Note: Student must complete registration online or with Student Affairs after submission of this form. You will receive an email copy of this OVER TALLY form for your records.

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Over Tally Form                      Registrar Note & Submission Page                      Review Your Entry

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**Date** /  /  

MM    DD    YYYY

**Who is filling out this form? \*****Your Name \*** 

First                      Last

**Your Email Address \*****Office Phone Ext. \*****Program Dean or Director Name \*****Program Dean or Director Email Address**

**Over Tally Request are typically approved based on the 'Exceptional Circumstances' clause in accordance with MSCF Article 11, Sec. 1 Sub. 11.**

**Designate Your Category: \*****Upload Supporting Documentation (if applicable)**

**Academic Year****Select Term in Current Academic Year for Over Tally \*****Student Name \***

First

Last

**Student Tech ID# \*****Student (Preferred) Contact Information  
(Email or Phone) \*****Course Title: \*****Course ID Number \*****Electronic Signature~**

**By selecting authorized below, you are signing this form electronically and agreeing that your electronic signature is the legal equivalent of your manual signature on this Over Tally Form. \***

South Central College follows MnSCU data policies to ensure the security and privacy of your data. You can learn more about MnSCU data policies here: <http://www.mnscu.edu/board/policy/523.html>