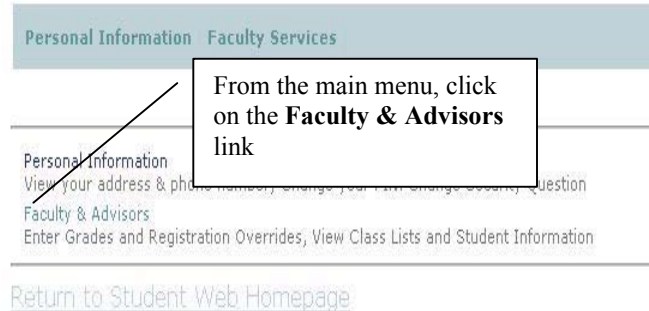# How to Process Registration Overrides

In order to allow a student to register for a closed course or a course that requires permission you must process a *Registration Override* in Web for Faculty.

Follow the instructions below to get to the *Registration Override* screen.

Accessing the Override Screen in Web for Faculty

Personal Information   Faculty Services

From the main menu, click on the **Faculty & Advisors** link

Personal Information
View your address & phone number, Change your PIN, Change Security Question

Faculty & Advisors
Enter Grades and Registration Overrides, View Class Lists and Student Information

Return to Student Web Homepage
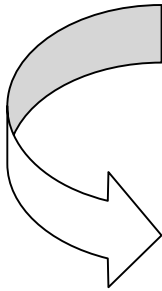
Faculty Services

Student Information Menu
Term Selection
CRN Selection
Faculty Detail Schedule
Week at a Glance
Detail Class List
Summary Class List
Registration Overrides
Add or Drop Classes
Advisor Menu
View a student's transcript
Assignment History
Course Catalog
Syllabus Information
Office Hours
Registration Activity Report
View Registration Activity of Students in Your Program (Only for EO/APO).

From the Faculty Services menu click on the **Registration Overrides** link
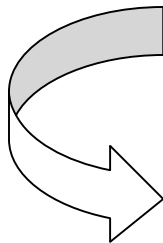
Select Term

Select a Term: Spring 2005

Submit

After selecting the appropriate term remember to click on the **Submit** button

You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID:

It is strongly recommended that you use the student ID for selection purposes. Name queries can be unreliable especially if the student is not registered for the term

OR

Student and Advisee Query
Last Name:
First Name:
Search Type: ○ **Students**
              ○ **Advisees**
              ⦿ **Both**

Submit   Reset

Click on the submit button after entering the student ID number

Student Verification

Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.

Demonstration Student is the name of the student or advisee that you selected.

Submit

Confirm the student name appearing on the verification screen is correct.

Click on the submit button to proceed to the override screen
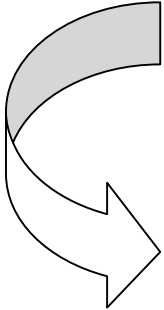
Processing the Override

Registration Overrides for

Information for Demonstration Student

Registration Overrides

Override		Course	
None	⌄	None	⌄
None	⌄	None	⌄
None	⌄	None	⌄

Submit

First click on the arrow in the *Registration Overrides* column to activate the drop down box. There are two choices:
>*All restrictions* which will allow the student to register regardless of restrictions and enrollment limits.
>*OR*
>*Release all but enrlmnt limit* which will release all restrictions but prohibit registration if the course is closed (the enrollment limit has been met).

Registration Overrides for

Information for Demonstration Student

Registration Overrides

Override		Course	
None	⌄	None	⌄
None	⌄	None	⌄
None	⌄	None	⌄

Submit

Click on the arrow in the *Course* column to activate the drop down box to select the appropriate course.

Remember to click on the submit button when you are done.

Registration Overrides

ℹ These are the override requests you entered. Please confirm them by selecting Submit.

Registration Overrides

Override	CRN	Course Number	Section	Student	Activity Date
Release all but enrlmnt limit	66102	ENGL 74000	0	Demonstration Student	Nov 24, 2004

Submit

Review the information and click on the submit button to process the request if the information is correct.

Important Note: Processing a *Registration Override* does not constitute a registration. It is the responsibility of the student to register for the course(s) after the override has been processed.

Confirmation and Exiting the Override Screen

Personal Information   Faculty Services

Registration Overrides for

Information for <u>Demonstration Student</u>

☑ The registration overrides you entered have been saved successfully.

Registration Overrides

Override	Course
None	None
None	None
None	None

Submit

Current Student Overrides

Override	Course	Activity Date	Entered by
All restrictions	48215 - ANTH 90000 0	Nov 02, 2004	PROG
Release all but enrlmnt limit	66102 - ENGL 74000 0	Nov 24, 2004	WWW_USER4081

From the final confirmation screen you may either return to the menu or exit *Web for Faculty* by clicking on the appropriate link located in the upper right hand corner of the screen.