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

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

From the Faculty Services menu click on the Registration Overrides link.

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

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:**

**OR**

**Student and Advisee Query**

- **Last Name:** 
- **First Name:**
- **Search Type:**
  - Students
  - Advisees
  - Both

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.

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

<table>
<thead>
<tr>
<th>Registration Overrides</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
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<td>None</td>
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<td>None</td>
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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 enrmt limit which will release all restrictions but prohibit registration if the course is closed (the enrollment limit has been met).

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

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

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.