Overrides - How and When to Process

I am attaching instructions for you on how to process Overrides for students.

The following are a few examples of when this situation might occur:

- A class is full/closed and the faculty person is making an exception for that student to register.

- A class is open to a specific set of students and the faculty person is making an exception giving special permission for the student to register.

- A course is listed with Department Permission Required or Permission of Instructor Required – the instructor will need to process an override for all students requesting to register for this course.

- A student is registering for 80200 (Independent Research) or 80400 (Independent Readings) with you as their faculty instructor.

- A student is registering for Dissertation Supervision for the FIRST time after Advancing to Level III or, if the student changes thesis sponsors. In both situations, the Thesis Sponsor will process the override.

Please review the attached information on processing Overrides and let me know if you have any questions.

Thanks,
Jude

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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.

Select Term

Select a Term: Spring 2005

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

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.

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>Override</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

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.
- **Release all but enrollmt 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.

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**Registration Overrides**

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

<table>
<thead>
<tr>
<th>Override</th>
<th>CRN</th>
<th>Course Number</th>
<th>Section</th>
<th>Student</th>
<th>Activity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release all but enrollmt limit</td>
<td>66102</td>
<td>ENGL 74000</td>
<td>0</td>
<td>Demonstration Student</td>
<td>Nov 24, 2004</td>
</tr>
</tbody>
</table>

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.