

Student Registration Override Procedure

At the beginning of the semester, students sometimes are unable to add classes for various reasons. Many times, they cannot get into a course because it is closed or because the course is restricted or requires the Instructor's permission. In the past, students were required to have an Instructor sign their ADD/DROP form before carrying it to the Registrar's Office for processing. However, such permissions can now be granted electronically with Registration Overrides.

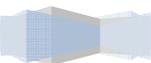
Registration Overrides are assigned to students by Instructors and are specifically designed to accommodate registration when one or more of the following registration errors are encountered:

- Instructor Approval
- Pre-Requisite requirements
- Co-Requisite requirements
- Major Restrictions
- Closed Class

Students who attempt to add a class and receive one or more of these errors must attend the class(es) in question, during the ADD/DROP period at the beginning of the semester, and request the appropriate Registration Override(s) from the Instructor. *Please make absolutely certain to take note of the exact registration error(s) you encounter and report it to the course instructor.* Giving incorrect registration errors to an instructor may delay course registration.

A Registration Override Worksheet form has been developed to assist you in documenting complete, accurate information. You are encouraged to print the form to facilitate sharing Registration Override information with your professor.

A one page summary of the Steps you must follow is provided below. These steps, accompanied by screen shots, are displayed after the Summary.



REGISTRATION OVERRIDE PROCESS SUMMARY

STEP 1: Record the Registration Add error(s) you receive so that you may report them accurately to the class instructor(s).

STEP 2: Report exact Registration Add errors to class instructor(s) and request Registration Overrides to be assigned. If the instructor approves your request, proceed to the next step in a reasonable period of time.

STEP 3: Log back in to Online Student Services and access the *Student and Financial Aid* menu and click the *Registration* link.

STEP 4: Click the *Registration Status* link.

STEP 5: Select a Registration Term.

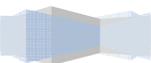
STEP 6: Confirm Registration Overrides have been assigned before attempting to ADD the course(s) in question.

STEP 7: Return to the *Registration* menu and select *Add or Drop Classes*:

STEP 8: Enter CRNs for the course(s) which Registration Overrides have been assigned and click the SUBMIT button.

STEP 9: Confirm the courses that have been added to your schedule.

STEP 10: Inform course instructor(s) of your registration status for each course.



STUDENTS MUST PROVIDE THE FOLLOWING INFORMATION TO FACULTY WHEN REQUESTING REGISTRATION OVERRIDES:

Name: _____ SCID: 900 - ____ - _____ Date: _____

CRN: _____ SUBJECT: _____ COURSE: _____ SECTION: _____

Error Message (please check all that apply):

- Instructor Permission
- Prerequisite Error
- Co requisite Error
- Major Restriction
- Class Closed

STUDENTS MUST PROVIDE THE FOLLOWING INFORMATION TO FACULTY WHEN REQUESTING REGISTRATION OVERRIDES:

Name: _____ SCID: 900 - ____ - _____ Date: _____

CRN: _____ SUBJECT: _____ COURSE: _____ SECTION: _____

Error Message (please check all that apply):

- Instructor Permission
- Prerequisite Error
- Co requisite Error
- Major Restriction
- Class Closed

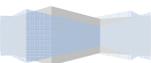
STUDENTS MUST PROVIDE THE FOLLOWING INFORMATION TO FACULTY WHEN REQUESTING REGISTRATION OVERRIDES:

Name: _____ SCID: 900 - ____ - _____ Date: _____

CRN: _____ SUBJECT: _____ COURSE: _____ SECTION: _____

Error Message (please check all that apply):

- Instructor Permission
- Prerequisite Error
- Co requisite Error
- Major Restriction
- Class Closed



STEP 1: Record the Registration Add error(s) you receive so that you may report them accurately to the class instructor(s).

The screenshot shows the Spelman College registration portal. At the top, there is a navigation bar with 'Personal Information', 'Student and Financial Aid', and 'Employee' tabs. Below this is a search bar and a 'Go' button. The main heading is 'Add or Drop Classes'. On the right, there is a user ID '900' and the session 'Fall 2008' with a timestamp 'May 05, 2008 03:32 pm'. A help icon and text state: 'To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.'

The 'Registration Add Errors' section contains the following table:

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Instructor's Approval Req	60003	SENG	402	1	Undergraduate	4.000	Standard	Letter	Special Topics-Comparative Lit
CLOSED SECTION	60004	SENG	404	1	Undergraduate	4.000	Standard	Letter	Woman as Writer
CLOSED SECTION	60005	SENG	412	2	Undergraduate	4.000	Standard	Letter	Seminar: Renaissance Tragedy

Below the table is an 'Add Classes Worksheet' section with a row of input boxes for CRNs and buttons for 'Submit Changes', 'Class Search', and 'Reset'.

STEP 2: Report exact Registration Add errors to class instructor(s) and request Registration Overrides to be assigned. If the instructor approves your request, proceed to the next step in a reasonable period of time.

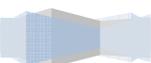
STUDENTS MUST PROVIDE THE FOLLOWING INFORMATION TO FACULTY WHEN REQUESTING REGISTRATION OVERRIDES:

Name: I Am Student **SCID:** 900 - _xx_ - xxxx **Date:** 8/28/08

CRN: 60003 **SUBJECT:** SENG **COURSE:** 402 **SECTION:** 1

Error Message (please check all that apply):

- Instructor Permission**
- Prerequisite Error**
- Co requisite Error**
- Major Restriction**
- Class Closed**

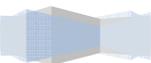


STEP 3: Log back in to Online Student Services and access the *Student and Financial Aid* menu and click the *Registration* link:

The screenshot shows the Spelman College Online Student Services interface. At the top is a purple banner with the Spelman College logo and a photo of students. Below the banner is a navigation menu with 'Personal Information', 'Student and Financial Aid', and 'Employee'. A search bar is on the left, and 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT' are on the right. The main heading is 'Student and Financial Aid'. A list of links includes 'Admissions', 'Registration' (circled in red), 'Student Records', 'Financial Aid', and 'Student Account'. There is also a '2007 WEB CHECK IN' link with a checkbox. At the bottom right, it says 'Powered by SUNGARD HIGHER EDUCATION'.

STEP 4: Click the *Registration Status* link:

The screenshot shows the Spelman College Online Student Services interface with the 'Registration' menu selected. The navigation menu is the same as in the previous screenshot. The main heading is 'Registration'. A note with a warning icon says: 'PLEASE NOTE: Before You Begin To Register For Classes, be sure to check your registration status. Select the Registration Status Menu item from within the Registration Menu. This will inform you of any holds you may have on your record, as well as your status and when you may register.' Below the note is a list of links: 'Select Term', 'Add or Drop Classes', 'Look Up Classes', 'Change Class Options', 'Week at a Glance', 'Student Detail Schedule', 'Registration Fee Assessment', 'Withdrawal Information', 'Registration Status' (circled in red), 'Update Student Term Data', 'Active Registration', and 'Registration History'. At the bottom right, it says 'Powered by SUNGARD HIGHER EDUCATION'.



STEP 5: Select a Registration Term then Click the Submit button:

Spelman College

Personal Information Student and Financial Aid Employee

Search

RETURN TO MENU SITE MAP HELP EXIT

900 May 05, 2008 03:37 pm

Registration Term

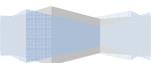
Select a Term:

RELEASE: 7.2

Powered by SUNGARD HIGHER EDUCATION

STEP 6: Confirm Registration Overrides have been assigned before attempting to ADD the cours(es) in question.

In the example below, the student is made aware that overrides have been assigned to her by viewing the information contained beneath the heading “Registration Permits and Overrides.” She has specifically been assigned three Registration Overrides: Instructor Permission, and two Close Class Error overrides for SENG 404 and 412 respectively.





Personal Information **Student and Financial Aid** Employee

Search RETURN TO MENU SITE MAP HELP EXIT

Registration Status

900 Fall 2008
May 05, 2008 03:38 pm

You may register during the following times

From	Begin Time To	End Time
May 01, 2008	12:00 pm	May 30, 2008 05:00 pm

You have no Holds which prevent registration.
 Your Academic Standing permits registration.
 Your Student Status permits registration.
Your Class for registration purposes is Junior.

Registration Permits and Overrides

Permit/Override	CRN	Subject Course
Instructor Permission	60003 SENG	402 Special Topics-Comparative Lit
Closed Class Error	60004 SENG	404 Woman as Writer
Closed Class Error	60005 SENG	412 Seminar: Renaissance Tragedy

Earned Credit

Level	Type	Hours
Undergraduate	Transfer	50.000

Curriculum Information
Current Program
Bachelor of Arts

STEP 7: Return to the *Registration* menu and select *Add or Drop Classes*:



Personal Information **Student and Financial Aid** Employee

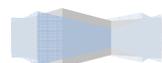
Search RETURN TO MENU SITE MAP HELP EXIT

Registration

PLEASE NOTE: **Before You Begin To Register For Classes**, be sure to check your registration status. Select the **Registration Status Menu** item from within the **Registration Menu**. This will inform you of any holds you may have on your record, as well as your status and when you may register.

Select Term

- Add or Drop Classes**
- Look Up Classes
- Change Class Options
- Week at a Glance
- Student Detail Schedule
- Registration Fee Assessment
- Withdrawal Information
- Registration Status
- Update Student Term Data
- Active Registration
- Registration History



STEP 8: Enter CRNs for the course(s) which Registration Overrides have been assigned and click the SUBMIT button:

Spelman College

Personal Information Student and Financial Aid Employee

Search Go RETURN TO MENU SITE MAP HELP EXIT

Add or Drop Classes 900 [redacted] Fall 2008
May 05, 2008 03:38 pm

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Add Classes Worksheet

CRNs

RELEASE: 7.3.3 [View Holds | Change Course Options | Registration Fee Assessment]

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STEP 9: Confirm the courses that have been added to your schedule:

Spelman College

Personal Information Student and Financial Aid Employee

Search Go RETURN TO MENU SITE MAP HELP EXIT

Add or Drop Classes 900 [redacted] Fall 2008
May 05, 2008 03:43 pm

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on May 05, 2008		60004	SENG	404	1	Undergraduate	4.000	Standard	Letter	Woman as Writer
Web Registered on May 05, 2008		60005	SENG	412	2	Undergraduate	4.000	Standard	Letter	Seminar: Renaissance Tragedy
Web Registered on May 05, 2008		60003	SENG	402	1	Undergraduate	4.000	Standard	Letter	Special Topics-Comparative Lit

Total Credit Hours: 12.000
Billing Hours: 12.000
Maximum Hours: 18.000
Date: May 05, 2008 03:43 pm

Add Classes Worksheet

CRNs

STEP 10: Inform course instructor(s) of your registration status for each course.