

Spelman College

Office of the Registrar

ASSIGNING REGISTRATION OVERRIDES

(Summary Outline)

- STEP 1:** Log in to Faculty Web (requires faculty 900# and PIN)
- STEP 2:** Navigate to *Faculty Services* menu
- STEP 3:** Click *Registration Overrides*
- STEP 4:** Select the term for the course(s) in question is offered and click the **SUBMIT** button
- STEP 5:** Enter the student's 900# or Last and First names (900# preferred) then click the **SUBMIT** button
- STEP 6:** Confirm student's name and click **SUBMIT** button (if the name of the student displayed is incorrect, please verify her 900# and return to STEP 5)
- STEP 7:** Select the appropriate Registration Override and course to which it should be applied and click the **SUBMIT** button (please only assign overrides to courses you are scheduled to teach)
- STEP 8:** Confirm the Override type, CRN, Course, Section, and Student for whom you would like to assign an Override and click the SUBMIT button

NOTE: Instructors must be listed as the Instructor of Record in order to assign Registration Overrides and must have a Faculty Web Userid (900#) and password. If you have not been listed as the Instructor of Record for a course, please ask your Department Chair to notify Ms. Delores Hill (x5229) or Mr. David Booze (x5228) in the Registrar's Office.

A version of this process will be available on-line, including pictorial examples of what will be shown at each step.

ASSIGNING REGISTRATION OVERRIDES

Registration Override Codes


There are many circumstances under which course registration may be restricted or prohibited. Instructor Approval, Pre-Requisite requirements, Co-Requisite requirements, Major Restrictions, and Closed Classes are the scenarios Banner has been configured to accommodate.

Registration for classes can be restricted, for example, such that an instructor's permission is required. In the past, a student would have to have an instructor sign her ADD/DROP form and carry it to the Registrar's Office for processing. Not anymore! Students and faculty can now self-serve!

How are Registration Overrides Used?

If a student wishes to add a course that is closed, she may request permission from the instructor during the ADD/DROP period. If the instructor allows her to Add the course, the student must provide the instructor with her full name, 900 number, the CRN(s) for the course(s) in question, and course title (s). The instructor will then use this information to assign an appropriate Registration Override code so that the student can then Add herself to the course using Online Student Services.

Faculty may assign Registration Overrides by accessing Faculty Web in the usual manner:

 Spelman College

Please enter your **9 character User Identification Number (i.e. your Spelman 900 number)** or your **Alternate ID**, if one has been established for you, and your **6 digit Personal Identification Number (i.e. PIN)** . When finished, select **Login**.

If you have forgotten your PIN, but know your 9 character User ID or Alternate ID, select the **Forgot Pin** button to answer the security question you established for yourself and re-create a new PIN

To protect your privacy, **PLEASE EXIT** and close your browser when you are finished.

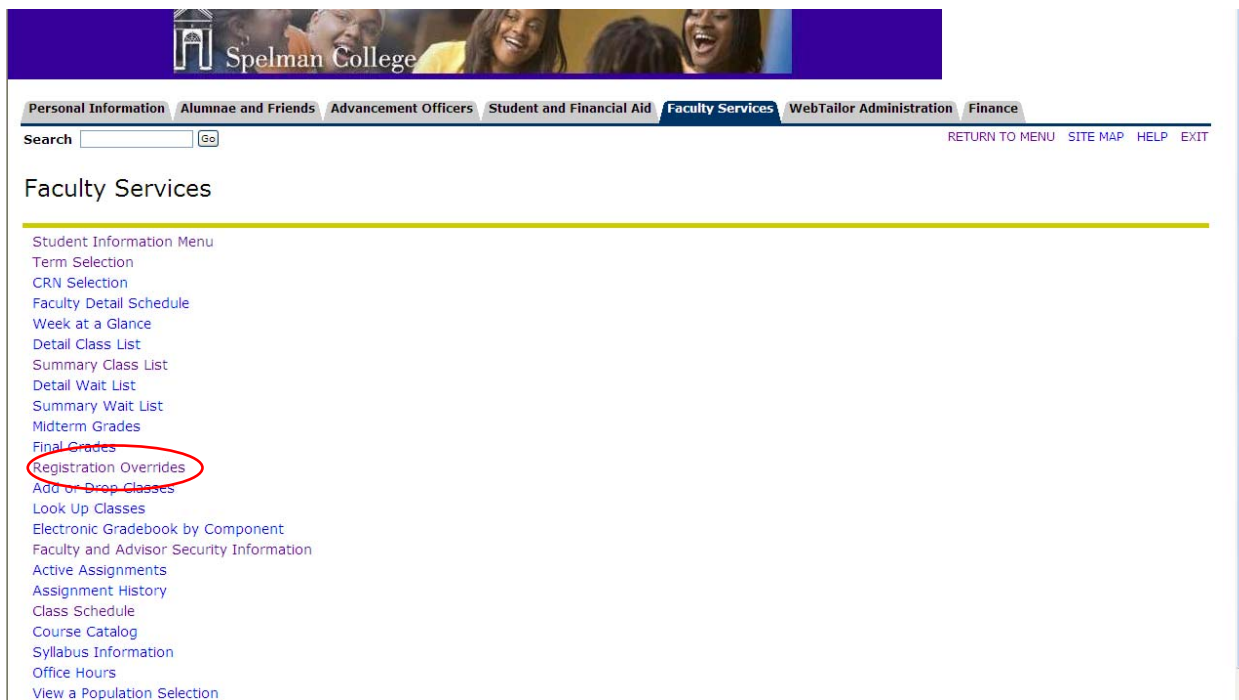
User ID: 900

PIN:

RELEASE: 7.3.3

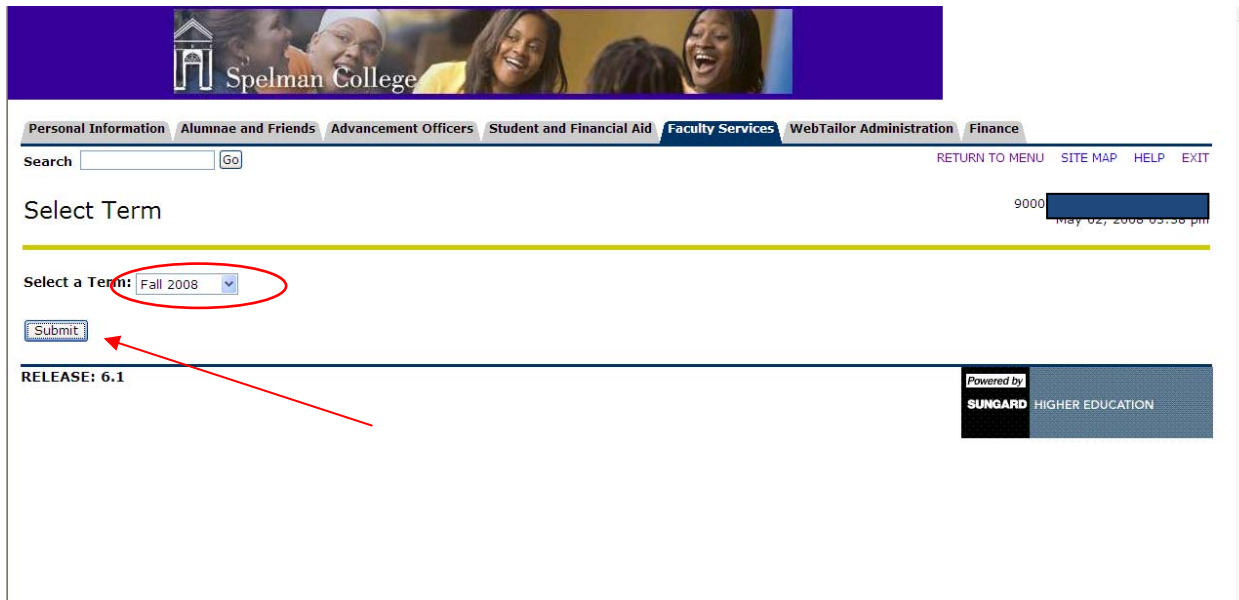
Powered by
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Once logged in, faculty must choose **Registration Overrides** from the *Faculty Services* menu:




The screenshot shows the Spelman College website's Faculty Services menu. The navigation bar includes links for Personal Information, Alumnae and Friends, Advancement Officers, Student and Financial Aid, Faculty Services (highlighted), WebTailor Administration, and Finance. A search bar is present with a 'Go' button. The Faculty Services menu lists various options, with 'Registration Overrides' circled in red. Other options include Student Information Menu, Term Selection, CRN Selection, Faculty Detail Schedule, Week at a Glance, Detail Class List, Summary Class List, Detail Wait List, Summary Wait List, Midterm Grades, Final Grades, Add or Drop Classes, Look Up Classes, Electronic Gradebook by Component, Faculty and Advisor Security Information, Active Assignments, Assignment History, Class Schedule, Course Catalog, Syllabus Information, Office Hours, and View a Population Selection. Utility links for RETURN TO MENU, SITE MAP, HELP, and EXIT are also visible.

Now select the term in which the course in question is offered and click submit:



The screenshot shows the 'Select Term' page on the Spelman College website. The navigation bar is identical to the previous screenshot. The page title is 'Select Term'. A search bar contains the number '9000' and a 'Go' button. Below the search bar, there is a dropdown menu labeled 'Select a Term:' with 'Fall 2008' selected and circled in red. A 'Submit' button is located below the dropdown menu, with a red arrow pointing to it. The page footer includes 'RELEASE: 6.1' and a 'Powered by SUNGARD HIGHER EDUCATION' logo. Utility links for RETURN TO MENU, SITE MAP, HELP, and EXIT are also present.

This will take you to the *Student and Advisee ID* Selection page. Enter the student's information in the appropriate field(s) and click "Submit." It is preferable that the 900 number be used exclusively; however, if the 900 number is not available, you may search for students by first and last name:



[Personal Information](#)
[Alumnae and Friends](#)
[Advancement Officers](#)
[Student and Financial Aid](#)
[Faculty Services](#)
[WebTailor Administration](#)
[Finance](#)

Search RETURN TO MENU SITE MAP HELP EXIT

Student and Advisee ID Selection

900 [redacted] Fall 2008
May 02, 2008 03:39 pm

You may enter:

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

Student or Advisee ID: 900 [redacted]

OR


Student and Advisee Query

Last Name:

First Name:

Search Type: Students
 Advisees
 Both

On the *Student Verification* page, verify your search results. If the correct person has been found, click the “Submit” button to continue. If the correct person has not been found, click the “Back” button in your web browser to return to the previous step to start a new search:



[Personal Information](#)
[Alumnae and Friends](#)
[Advancement Officers](#)
[Student and Financial Aid](#)
[Faculty Services](#)
[WebTailor Administration](#)
[Finance](#)

Search RETURN TO MENU SITE MAP HELP EXIT

Student Verification

900 [redacted] Apr 30, 2008 05:03 pm

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

Melissa [redacted] the name of the student or advisee that you selected.

In the *Registration Overrides* page, select the type of override to be assigned to the student in question. The following table provides more information about Overrides and their respective uses:

OVERRIDE	USE
Co Requisite Error	Permits a student to register for a course without companion course
Instructor Permission	Indicates instructor permission to take courses designated for instructor approval; also overrides closed class error but should only be used when there is a possibility that a course requiring Instructor Permission may be closed for registration.
Level Restriction	Permits a registration for courses intended for students at defined academic levels
Major Restriction	Permits a registration for courses intended specifically for students in certain majors
Prerequisite Error	Permits a student to register for a course without having previously completed a preliminary course
Closed Class	Permits a student to register for a course that has been closed

It is important to remember not all override codes are alike. Each code addresses a certain, specific (set of) circumstance(s) and yet some may be used interchangeably to achieve desired results. However, more than one code may be assigned to a student when circumstances dictate (i.e. a student wishes to register for a closed class but does not meet the course’s prerequisites).

Once you have selected the correct override code(s) to be used, you must then select the correct course(s) in question from the adjacent drop down menu and click the “Submit” button:

Spelman College

Personal Information Alumnae and Friends Advancement Officers Student and Financial Aid Faculty Services WebTailor Administration Finance

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Registration Overrides 900 Fall 2008 Apr 30, 2008 05:03 pm

Information for Melissa R. Campbell

Registration Overrides

Override	Course
Overrides Instrctr. Permission	60001 - ATHL 221 01
None	None
None	None

Submit

There are no current overrides for the selected student and term.

Current Student Schedule

No schedule available for selected term.
[Return to Previous](#)

The next screen, *Registration Overrides*, will list the overrides you have assigned for a term in question along with information about the class(es) associated with the overrides and student names. Click the **SUBMIT** to complete the process.

Spelman College

Personal Information | Alumnae and Friends | Advancement Officers | Student and Financial Aid | **Faculty Services** | WebTailor Administration | Finance

Search Go RETURN TO MENU | SITE MAP | HELP | EXIT

Registration Overrides

900 [redacted] Fall 2008
Apr 30, 2008 05:04 pm

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

Registration Overrides

Override	CRN	Course Number	Section	Student	Activity Date
Overrides Instrctr. Permission	60001	ATHL	221	01	Melissa [redacted] Apr 30, 2008

SPELMAN COLLEGE – REGISTRATION OVERRIDE WORKSHEET

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

MAJOR: _____

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

MAJOR: _____

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

MAJOR: _____