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

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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

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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).

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):

- [X] 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:

STEP 4: Click the Registration Status link:
STEP 5: Select a Registration Term then Click the Submit button:

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.
**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.