Electronic Override Form

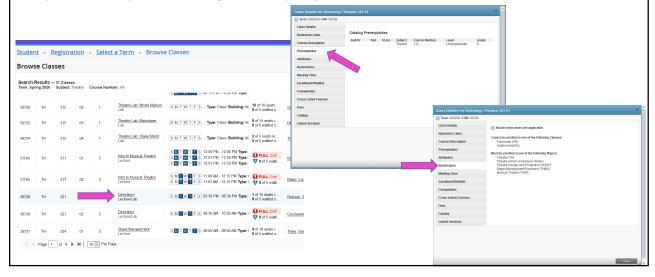# Electronic Override Form

1/27/2020

Electronic Override Form

If a student contacts you because they are unable to register for your course, you may need to give them a registration override. Example from the course details from the online schedule are below; some areas to check for your course to see why the student may not be able to register include prerequisites or restrictions.

Electronic Override Form

Possible errors a student may encounter during registration:

Class Level Restriction
Students will get a Class Level Restriction error if a class is only open to certain class levels (Freshman, Sophomore, Junior, Senior) and they are not the correct level.

Field of Study Restriction
Students will get a Field of Study Restriction error if a class is only open to a particular major or minor.

Program Restriction
Students will get a Program Restriction error if a class is only open to a particular program of study.

Closed Section
Students will get a Closed Section error if the number of students registered is equal to or greater than the limit for the class.

Prerequisite or Test Score Error
Students will get a Prerequisite Restriction error if the course requires a prerequisite course or test score that the student has not yet registered for nor completed or not received a high enough test score to enroll in the class.

Time Conflict
Students will get a Time Conflict error if the course they are attempting to register for overlaps a course they have already on their schedule.

Instructor's Approval
Students will get a Instructor's Approval error if the course requires a signature.

Electronic Override Form

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Faculty & Advisors Self-Service

Advisee Profile
Piloting the new advisee profile; the links below to the previous functionality are still usable at this time.
Advisor Menu
View a student's transcript; View a student's grades; Display your security setup.
Term Selection
CRN Selection
Faculty Detail Schedule
View your faculty schedule and view your course evaluation results (Spring 2009 going forward)
Final Exam Schedule
View your own personalized final exam schedule for a selected term
Faculty Schedule
Detail Class List
Summary Class List
Detail Wait List
Summary Wait List
Grade Entry
Student Accolade System
Academic Alert System
Enter and view Academic Alerts for a specific term for a specific student.
Test Registration Overrides
Course Listings
Look up course listings by term, subject, instructor, and other options.
Faculty and Advisor Security Information
Faculty Evaluations
Faculty evaluation results for terms prior to and including Spring, 2009. All terms going forward will use the results from the online instructor evaluation site.
SurveyDIG Online Evaluation Results (For Deans and Chairs Only)
Login to SurveyDig as a Dean or Chair to view summary results for your area. Login with your Novell (or my.millikin.edu) username and password.
Student Common Schedule
Report to display the common schedules between multiple students who meet a certain criteria. Can be used for scheduling courses, events, etc.

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Electronic Override Form

Course overrides are granted for a term & in effect for the term granted only. Select the term and press submit.

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Select Term
                                                                                Jason B. Wickline
                                                                                13-DEC-2019 03:22 pm

Select the Term for processing then press the Submit Term button.

Select a Term: [Spring 2020 ▾]

[Submit]

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Electronic Override Form

Generally you will need the students ID. The student should provide you with their ID in the email requesting to enroll.

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ID Selection   Jason B. Wickline
                                                                 Spring 2020
                                                             13-DEC-2019 03:25 pm

Enter the ID of the Student/Advisee you want to process then press the Submit ID button.

Student or Advisee ID: 00814891

OR

Student and Advisee Query
Last Name: [   ]
First Name: [   ]
Search Type: ○ Students
             ○ Advisees
             ● Both

Submit Reset

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Verify the student ID brings up the student whom sent is requesting permission to enroll in your class.

Verify your selection is correct by clicking OK.

Maybel Wickline is the name of the student or advisee that you selected.

Submit

Electronic Override Form

Select the course you are willing to provide an override & the override you are granting.

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Faculty Registration Permits/Overrides   Jason B. Wickline
                                                                 Spring 2020
                                                             13-DEC-2019 03:35 pm

Information for Maybel Wickline
Welcome to the Faculty Registration Permits/Overrides Worksheet.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

Registration Overrides

Override	Course
None	31284 - IS 240 C01
None	None
Waive Class Size	None
Waive Class Rank (FR,SO,JR,SR)	
Waive Co-requisite	
Waive Col/Progr/Dept/Majr/Minr	
Instructor Golden Ticket	
Waive Pre-Requisite	
Waive Time Conflict	

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

Electronic Override Form

Instructors waiver to override registration errors:

Class Level Restriction – **Waive Class Rank(FR,SO, JR, SR)**
Students will get a Class Level Restriction error if a class is only open to certain class levels (Freshman, Sophomore, Junior, Senior) and they are not the correct level.

Field of Study Restriction – **Waive Col/Progr/Dept/Majr/Minr**
Students will get a Field of Study Restriction error if a class is only open to a particular major or minor.

Program Restriction – **Waive Col/Progr/Dept/Majr/Minr**
Students will get a Program Restriction error if a class is only open to a particular program of study.

Closed Section – **Waive Class Size**
Students will get a Closed Section error if the number of students registered is equal to or greater than the limit for the class.

Prerequisite or Test Score Error – **Waive Pre-Requisite**
Students will get a Prerequisite Restriction error if the course requires a prerequisite course or test score that the student has not yet registered for nor completed or not received a high enough test score to enroll in the class.

Time Conflict – **Waive Time Conflict**
Students will get a Time Conflict error if the course they are attempting to register for overlaps a course they have already on their schedule.

Instructor's Approval – **Instructor Golden Ticket**
Students will get a Instructor's Approval error if the course requires a signature.

Note: The Instructor Golden Ticket will waive all registration errors. Instructor Golden Ticket should be used when multiple restrictions are being overridden at one time.

Electronic Override Form

Multiple overrides can be given for at the same time for the same or multiple courses.

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Faculty Registration Permits/Overrides

Jason B. Wickline
Spring 2020
13-DEC-2019 03:35 pm

Information for Maybel Wickline
Welcome to the Faculty Registration Permits/Overrides Worksheet.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

Registration Overrides

Override	Course
Waive Pre-Requisite	31284 - IS 240 C01
Waive Class Size	31292 - IB 330 C01
None	None

Submit ←

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

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Confirm overrides.

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Faculty Registration Overrides Confirmation

Jason B. Wickline
Spring 2020
13-DEC-2019 03:53 pm

Below are the override requests you entered. Please confirm by clicking Commit Changes.

Registration Overrides

Override	CRN	Course Number	Section	Student	Activity Date
Waive Pre-Requisite	31284 IS	240	C01	Maybel Wickline	13-DEC-2019
Waive Class Size	31292 IB	330	C01	Maybel Wickline	13-DEC-2019

Submit ⬅

[Registration Overrides]

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Overrides can be reviewed under Current Student Overrides.

Faculty Registration Permits/Overrides

Jason B. Wickline
Spring 2020
13-DEC-2019 03:55 pm

Information for Maybel Wickline

Welcome to the Faculty Registration Permits/Overrides Worksheet.

The registration overrides you entered have been saved successfully.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

Registration Overrides

Override	Course
None	None
None	None
None	None

Submit

Current Student Overrides

Override	Course	Activity Date	Entered by
Waive Class Size	31292 - IB 330 C01	13-DEC-2019	WWW_USER408
Waive Pre-Requisite	31284 - IS 240 C01	13-DEC-2019	WWW_USER408 ⬅

The override is now granted to allow the student to register for the class.

The override **DOES NOT** register the student, respond to the student they may now register for the class as requested.