

# Electronic Override Form

**myMILLIKIN**

mwickline

•••••••••• Sign In

[Having problems logging in?](#)

By logging into MyMillikin, Millikin email, MU Online, or any other Millikin University system requiring a username and password, I certify that the username and password I am using is my own, and that I have not shared my login credentials with anyone else. I acknowledge that, in order to avoid violating the Family Educational Rights and Privacy Act (FERPA), I should not allow anyone else to use my username and password to log in to university computers and information systems, and that logging in to a university system or university computer using someone else's username and password is a violation of FERPA and may result in legal action.

**MILLIKIN UNIVERSITY** 1184 West Main Street, Decatur, Illinois 62522  
© Copyright 2006 Millikin University. All Rights Reserved.

# Electronic Override Form

**QUICK LINKS** **myMILLIKIN** Good Morning, Maybell **ACCOUNT BALANCE** **BOOK BALANCE** **MEAL/FLEX BALANCE** **PRINT BALANCE** **MY ACCOUNT** **LOG OFF**

muonline SEARCH

**FAST ACCESS**

- Campus Directory
- MU Online**
- Moodle
- NetStorage
- Campus Calendar
- Bookstore
- Authorize Prints

**myALERTS**

- Password Reset**  
You do not currently have a Password. Reset email address configured. Please visit **MY ACCOUNT** to set this under the Account Setup heading.
- MILLIKIN ALUMNI EMAIL**  
To assist in preventing our community from the increase of phishing attempts and spam, Millikin Information Technology will be phasing out alumni millikin.edu email accounts on July 30, 2019. Per the new policy, recent 2019 grads will continue to have access to accounts until summer 2020.

**mySTREAM**

Date Subject Source Create New Message Toggle Filter Icons

- VIEW ALL**
- Summer Immersion in Spain** 10.23.19  
Want to study abroad this summer? Join us for three weeks on the Mediterranean coast of Sp...
- Exciting Travel Opportunity!** 10.16.19  
Study abroad this January with this travel course to Spain! Join our IN350 to Catalonia Ja...

**myVIP**  
Stay up to date during your admission process by clicking here to access myVIP

**ACADEMICS**

**ALUMNI**

**CONNECT**

**TOOLS**

# 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.

The screenshot displays a course catalog interface. The main window shows search results for Theatre classes. Two pop-up windows are overlaid on the main window, showing details for 'Directing I Theatre 321 01'. The first pop-up window shows the 'Prerequisites' tab, and the second shows the 'Restrictions' tab. Arrows point from the text above to these specific areas in the screenshots.

Course Number	Section	Section Number	Section Title	Days	Time	Building	Room	Seats	Status	Instructor
30720	TH	315	02	1	Theatre Lab: Monte Marisol Lab	S M T W T F S		10 of 10 seats		
30723	TH	315	03	1	Theatre Lab: Mainstage Lab	S M T W T F S		8 of 15 seats		
30724	TH	315	04	1	Theatre Lab: Stage Mgmt Lab	S M T W T F S		3 of 5 seats		
31184	TH	317	01	3	Intro to Musical Theatre Lecture	S M T W T F S	12:00 PM - 12:50 PM	0 of 5 seats	FULL	
31185	TH	317	02	3	Intro to Musical Theatre Lecture	S M T W T F S	12:01 PM - 12:50 PM	0 of 5 seats	FULL	
30729	TH	321			Directing I Lecture/Lab	S M T W T F S	03:30 PM - 05:30 PM	1 of 15 seats		Robson, J
30730	TH	321	02	3	Directing I Lecture/Lab	S M T W T F S	08:30 AM - 10:30 AM	0 of 5 seats	FULL	Crockerell
30731	TH	324	01	3	Stage Management Lecture	S M T W T F S	09:00 AM - 09:50 AM	4 of 10 seats		Thies, Sar

# 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 an Instructor's Approval error if the course requires a signature.

# Electronic Override Form



Personal Information Alumni and Friends Student Faculty Services Employee Finance Proxy Access

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

## Faculty & Advisors Self-Service

- [Advise 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 Novall (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.

RELEASE: 8.9

© 2019 Ellucian Company L.P. and its affiliates.

# Electronic Override Form

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



Personal Information Alumni and Friends Student Faculty Services Employee Finance Proxy Access

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

## 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:

RELEASE: 8.7.1

© 2019 Ellucian Company L.P. and its affiliates.

# Electronic Override Form

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



Personal Information Alumni and Friends Student Faculty Services Employee Finance Proxy Access

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

## 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:

OR

### Student and Advisee Query

Last Name:

First Name:

Search Type:  
 Students  
 Advisees  
 Both

Submit Reset

RELEASE: 8.7.20

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.

Personal Information Alumni and Friends Student Faculty Services Employee Finance Proxy Access

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

## 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.

Personal Information Alumni and Friends Student Faculty Services Employee Finance Proxy Access

Search  Go RETURN TO MENU SITE MAP HELP EXIT

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

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

# Electronic Override Form

Confirm overrides.

Personal Information Alumni and Friends Student Faculty Services Employee Finance Proxy Access

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

## 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](#) ]

RELEASE: 8.7.1

© 2019 Ellucian Company L.P. and its affiliates.

# Electronic Override Form

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.