Registration Overrides

Faculty may give overrides for their classes to students so that they may register. The following table lists the overrides that may be given and the reason to use them.

Override	Reason to Give
Class Restriction	The course has a restriction to a specific student classification (SR, JR, SO, FR), and you want to bypass this restriction.
Capacity Override	The course is full, but you wish to allow additional student(s) to register.
Time Conflict Override	The course has a time conflict with another course on the student's schedule. You agreed to allow the student to take your course and to miss a little time.
Instructor Approval Override	The course is coded as Permission of Instructor only. You have determined that the student meets the criteria, and you want to give the student your permission to register.
Major Restriction	The course is restricted to certain major(s). You wish to bypass this restriction.
Prerequisite Override	The course requires certain prerequisite courses which the student has not completed. You wish to allow the student to register without the prerequisite course(s).

To give a student an override, do the following.

In myBerea, you need to go to the "Teaching & Advising" tab. In the "Faculty Registration Tools", there is a "Registration Override" link. Click on that link (in the red box in the screenshot on the next page below).

myBerea
Virtual Learning Community of BEREA COLLEGE

Home	Office of the President	Teaching & Advising	Co-Curricular	My Accounts	Resources for Faculty

Faculty Dashboard

Preferences

My Classes

| Business App & Prog (CSC) | | BUS | 114 | Fall 2017 Term | |
| Accounting I | | BUS | 120 | Fall 2017 Term | |

Faculty Grade Assignment

Preferences

Grade Status

Final Grades ▼

Status	Course Title	Dept	CSN	Term

No Final Grades are required at this time.

Faculty Registration Tools

- Class Roster
- Class Look Up
- Registration Overrides

Academic Program

Select the term from the drop down menu. Then click Submit.

| Personal Information | Faculty Services | Employee |

Search [   ] [Go]

Select Term

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

Select a Term: [Spring Term 2018 ▾]

[Submit]

RELEASE: 8.5.4.3

Search for the student, and Submit once found.

| Personal Information | Faculty Services | Employee |

Search [   ] [Go]

ID Selection

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

Student or Advisee ID: B007▮▮▮▮

OR

Student and Advisee Query

Last Name: [   ]

First Name: [   ]

Search Type: ○ Students
                    ○ Advisees
                    ◉ Both

[Submit] [Reset]

RELEASE: 8.5.4.3

You will get a student verification screen; click Submit.

Search [   ] Go

Student Verification

⚘ Verify your selection is correct by clicking OK.

Ca████████████████ is the name of the student or advisee that you selected.

Submit

[ID Selection]

RELEASE: 8.5.4.3

Then you will get the override screen. Choose the override type or types for the course you want to override. Then click submit.

Faculty Registration Permits/Overrides

Information for C█████████████

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
Capacity Override ⌄	20581 - WGS 286 JD ⌄
None ⌄	None ⌄
None ⌄	None ⌄

Submit

You will get the confirmation screen for the override. When you click Submit on this screen, the override will be submitted and the student will then be able to register for the course.

Please note that this process does not register the student for the course. This process allows the student to register themselves for the course. Depending on the reason the student cannot register for the course, the student may not be able to pick the course from the list on the registration screen. They may have to directly enter the CRN (5-digit course reference number) into the box at the bottom of the registration screen. Students do not always understand this part of the process.

Faculty Registration Overrides Confirmation

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

Registration Overrides

Override	CRN	Course	Number	Section	Student	Activity Date
Time Conflict Override	20347	MUA	105P	B	███████████████	Nov 08, 2017

Submit