

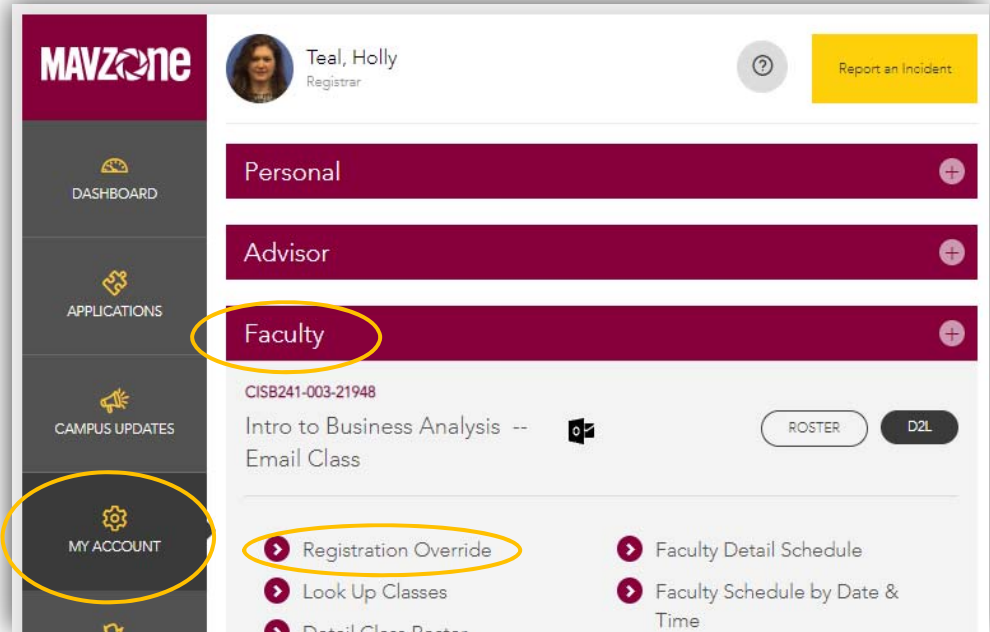
Registration Override Instructions for Faculty

In MAVzone
Under
My Account
in the
Faculty
section

Choose the
Registration
Override
link

Faculty may enter an override for a class he/she teaches. Once entered, the student can quickly add the class in MAVzone as long as the student doesn't have any holds.

Overrides will work through the first week of a full semester class. After that, instructor signature is required using the Special Permission form which must be submitted by the student prior to the add deadline. Use of CMU email communication to add is limited to online students.



Select
Appropriate
Term

SCT WWW Information System Select Term

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

Select a Term: Spring 2021 (Includes J-Term) ▼

Submit

Enter student 700#
(Submit)
Confirm student
(Submit)

SCT WWW Information System ID Selection

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

Student or Advisee ID: 700100200

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: Students
 Advisees
 Both

Submit Reset

SCT WWW Information System Student Verification

Verify your selection is correct by clicking OK.

Megan Maverick is the name of the student or advisee that you selected.

Submit

**We suggest using
Student ID entry*

Registration Override Instructions for Faculty

Then you can select the appropriate override and course (you would only see courses listed that you are assigned as the instructor) (Submit 2 times)

The screenshot shows the 'Faculty Services' tab in the 'SCT WWW Information System'. The 'Registration Overrides' section is active, displaying a dropdown menu for 'Override' with options: None, Closed Class Override, Co-requisite Override, Duplicate Course Override, and General Override. The 'Course' dropdown is set to 'None'. A second 'Registration Overrides' form shows 'Closed Class Override' selected for the 'Override' and '21948 - CISB 241 003' selected for the 'Course'. A 'Submit' button is visible below the second form.

Below the forms, a message states: 'Below are the override requests you entered. Please confirm by clicking Commit Changes.' A table lists the request:

Registration Overrides	CRN	Course Number	Section	Student	Activity Date
Closed Class Override	21948	CISB	241 003	Megan Maverick	Aug 18, 2018

A 'Submit' button is located below the table.

Verify the override was fully submitted

Once entered, the student can register for the class in MAVzone if they have no holds.

The screenshot shows a success message: 'The registration overrides you entered have been saved successfully.' Below this, the 'Registration Overrides' form is shown with all dropdowns set to 'None'. A 'Submit' button is visible.

Below the form, a table titled 'Current Student Overrides' is displayed:

Override	Course	Activity Date	Entered by
Closed Class Override	21948 - CISB 241 003	Aug 18, 2018	WWW_USER

A callout box on the right states: 'At this point, the student must officially add the class.'

Override Definitions

Closed Class

Allows a student to add a closed class and overrides all other General overrides below. The student can add even if the class has a waitlist.

Co-requisite

Allows a student to add a class without the normal required co-requisite (example, lectures with ab) and overrides all other General overrides below.

Duplicate Course

Allows a student to take 2 classes of the same prefix/number (usually topics courses that allow multiple attempts to count in the GPA) and overrides all other General overrides below.

General

Overrides all of the following:

- ✓ Pre-requisite or Test Score – Overrides ALL Pre-requisites for the course
- ✓ Class Level – Requires student to be a specified class level (Junior, etc.)
- ✓ Degree/Major – Requires the student to be in a specified degree/major
- ✓ Instructor Permission – Requires instructor permission to enroll

Time Conflict & Max Credit hours

These overrides still require the paper-based Special Permission form to be signed and submitted to the Registrar's Office by the student. Use of CMU email for these overrides is restricted to online-only students.