Registration Override Instructions for Faculty

Faculty may enter an override for a class he/she teaches. Once entered, the student can quickly add the class in MAVzone as long 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.

In MAVzone
Under My Account in the Faculty section
Choose the Registration Override link

Select Appropriate Term

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

*We suggest using Student ID entry

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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)

Verify the override was fully submitted

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

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.