

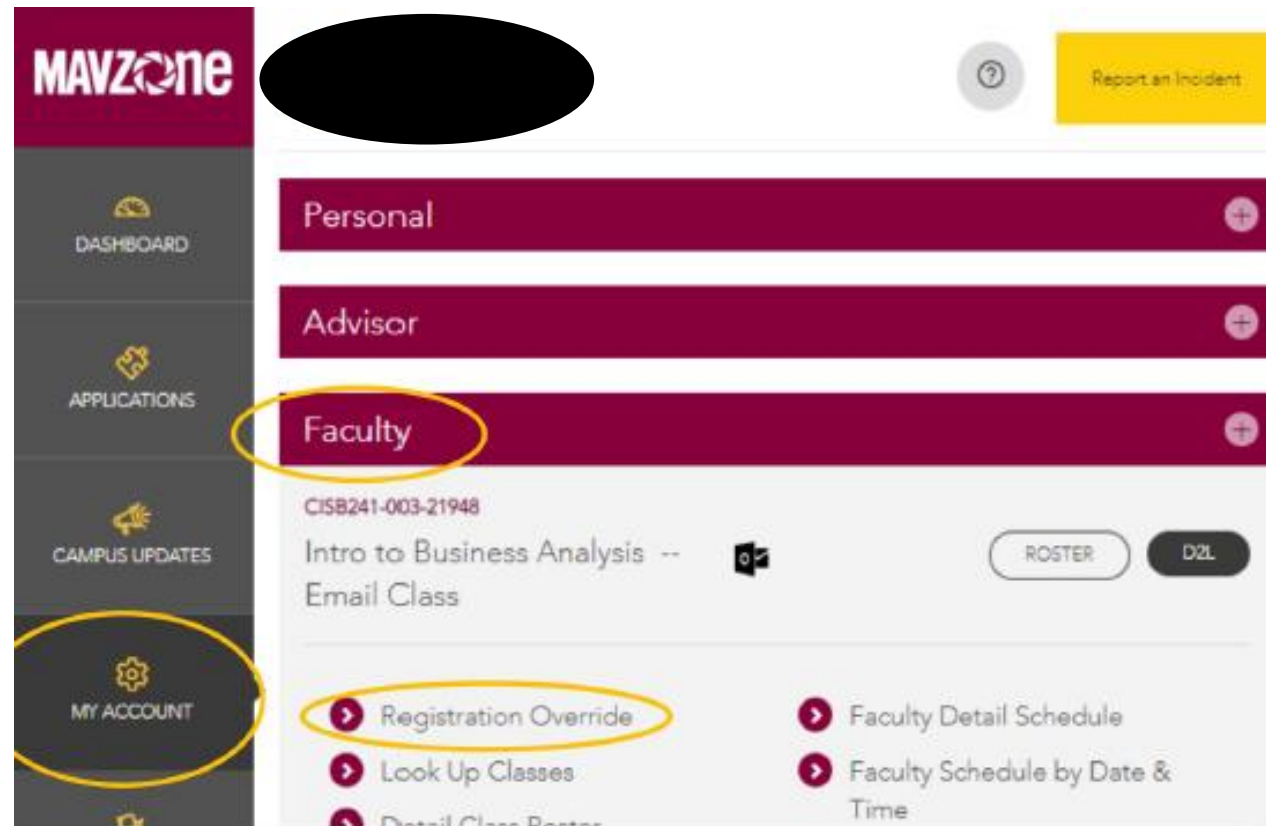
Registration Override Instructions for Faculty

Faculty may enter an override for a class they teach. Once entered, the student can add the class in MAVzone as long as the student doesn't have any registration holds.

Overrides will work when registration opens through the [open add period](#). After that time, instructor's permission is required on the [Late Add e-form](#) which must be submitted by the student prior to [the late add deadline](#).

The student may submit a [Course Override e-form](#) to send an e-mail requesting an override. Once received it is the instructor's responsibility to e-mail the student's approval or denial. If approved, please follow these directions to add the needed overrides.

In MAVzone under 'My Account' expand the 'Faculty' section and choose the 'Registration Override' link.



Registration Override Instructions for Faculty

Select the semester, enter the student's 700#, and click submit

Click the students 700#

Student and Advisee ID Selection

Enter the ID of the Student or Advisee you want to process or enter partial names, student search type or a combination of both. Then select Submit.

Term

Select

Student or Advisee ID

OR

Last Name

First Name

Search Type

☐

Students

☐

Advisee

☒

Both

Submit

Student and Advisee ID Selection

Enter the ID of the Student or Advisee you want to process or enter partial names, student search type or a combination of both. Then select Submit.

Term

Spring 2026 (Includes J-Term) - 20...

Student or Advisee ID

700100200

OR

Last Name

First Name

Search Type

☐

Students

☐

Advisee

☒

Both

Submit

Student and Advisee Selection

ID

700100200

↕

Name

Megan Maverick

↕

Type

Registration Override Instructions for Faculty

Then select the appropriate override and course (*you will only see courses listed that you are assigned to as the instructor*) and click submit

The screenshot shows two dropdown menus. The 'Override' menu is open, showing options: 'Closed Class Override' (selected), 'None', 'Co-requisite Override', 'Duplicate Course Override', and 'General Override'. The 'Course' menu is also open, showing '47289-MASS 110 005' (selected) and 'None'.

Verify the override was fully submitted. All overrides for the student will appear as seen here. Once entered the student can register for the class in MAVzone if they do not have registration holds.

Current Student Overrides			
Override	Course	Activity Date	Entered by
Closed Class Override	47289 - MASS	11/10/2025	
General Override	null - CHEM	11/07/2025	
Results found: 2			
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Registration Override Instructions for Faculty

Override Definitions:

- a. **Closed Class**: Allows a student to add a closed class and overrides all general overrides below and the courses waitlist.
- b. **Co-requisite**: Allows a student to add a class without the normally required co-requisite and override all other General overrides below. *Example: if a student is given this override for BIOL 101 they will not be required to add a BIOL 101L*
- c. **Duplicate Course**: Allows a student to take 2 classes of the same prefix/number (*usually topics(X96) courses that allow multiple attempts to count in the GPA*) and override all other General Overrides below.
- d. **General**: Overrides all of the following:
 - i. **Pre-requisite or Test Score**: Overrides all pre-requisite for the course
 - ii. **Class Level**: Overrides requirement for a specified class level (*Junior, Senior, etc.*)
 - iii. **Degree/Major**: Overrides the requirement to be in a specified degree/major
- e. **Instructor Permission**: Allows a student to enroll in a course that has an instructor permission registration restriction.
- f. **Time Conflict and Maximum Credit Hours**: These issues require the student to submit e-forms to resolve. The [Time Conflict e-form](#) will send both instructors an email notifying them of the time conflict. If the instructor does not approve, please [instructor drop](#) the student from the course. [Maximum Credit hours e-form](#) will route to the student's advisor for approval and then to the Registrar's Office for update of 19-21 hours. 22 credit hours or more will route to the Advisor, Department Head, Academic Affairs, and then to the Registrar's Office for update.