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 time, instructor’s permission is required on the Late add e-form which must be submitted by the student prior to the add deadline.

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
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 normally required co-requisite (example, lecture with lab) 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 the following:
- **Pre-requisite or Test Score** – Overrides ALL Prerequisites for the course
- **Class Level** – Requires the student to be a specified class level (Junior, etc.)
- **Degree/Major** – Requires the student to be in a specified degree/major

**Instructor Permission**
Allows a student to enroll in a course that has an instructor permission registration restriction.

**Time Conflict & Max Credit Hours**
These overrides require the Time Conflict Maximum Hours Override form to be completed and submitted to the Registrar’s Office by the student.