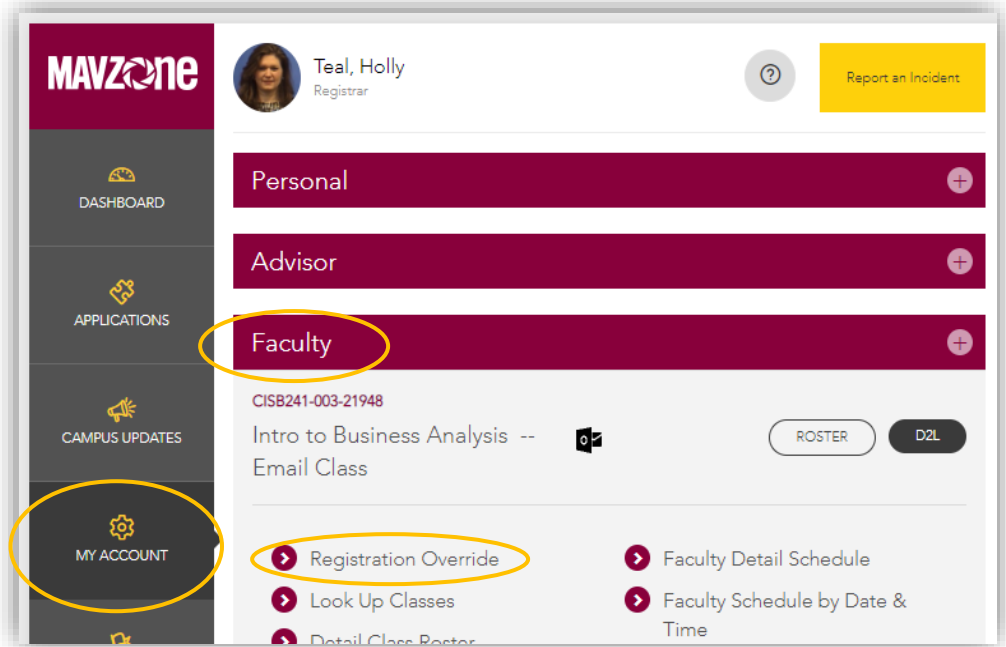# Registration Override Instructions for Faculty

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.
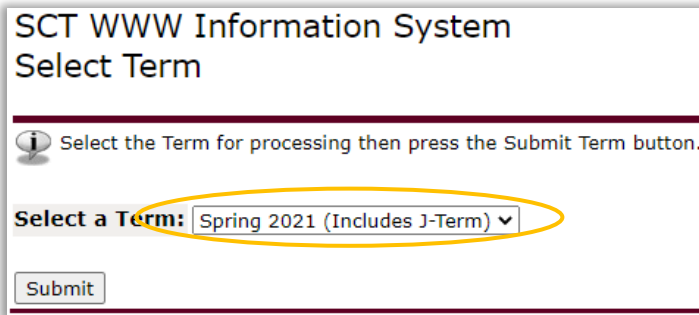
Overrides will work through the first week of a full semester class. After that time, instructor's permission is required on the Late add e-form which must be submitted by the student prior to the add deadline.
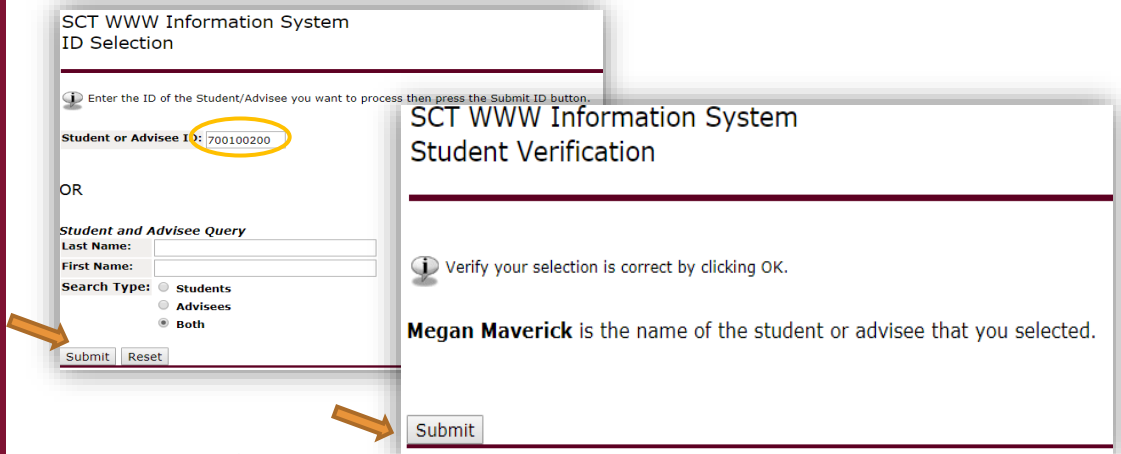
**In MAVzone
Under
My Account
in the
Faculty
section**

___

**Choose the
Registration
Override
link**

___

MAVZONE

Teal, Holly
Registrar

Report an Incident

- DASHBOARD
- APPLICATIONS
- CAMPUS UPDATES
- MY ACCOUNT

Personal

Advisor

Faculty

CISB241-003-21948

Intro to Business Analysis -- Email Class

ROSTER   D2L

- Registration Override
- Look Up Classes
- Detail Class Roster
- Faculty Detail Schedule
- Faculty Schedule by Date & Time

**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

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.

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 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 eform to be completed and submitted to the Registrar's Office by the student.