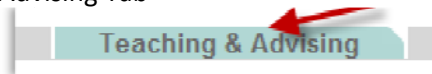


Faculty How-To Guide: Granting a Registration Override

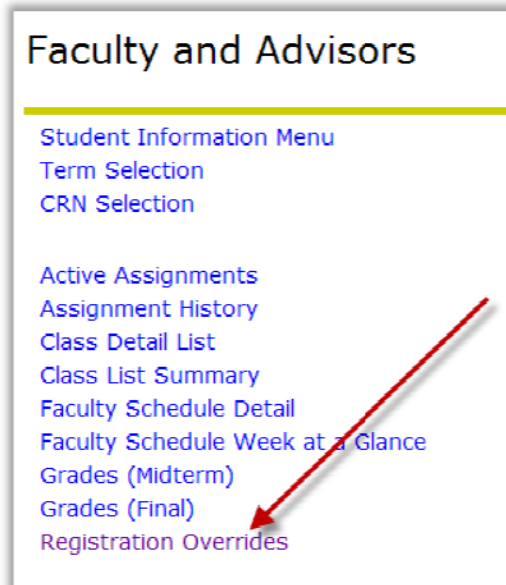
1. You will only have access to grant overrides for classes for which you are the instructor of record. Departments have established guidelines for how overrides should be handled for their courses, ranging from not authorizing faculty to grant any overrides to authorizing faculty to grant any type of override. Please follow the guidelines established by your department for granting overrides. If you are allowed to grant overrides which exceed the close level of a class, make sure that you are not exceeding the room's fire code capacity.
2. Go to My Missouri State (my.missouristate.edu) and enter your User ID and password
3. Click on the Teaching & Advising Tab



4. On the Faculty/Advisor Resources channel, choose the Faculty Services Menu link



5. On the Faculty Services Menu, choose [Registration Overrides](#)



6. Select the appropriate term and click Submit.

7. Under **Student and Advisee Query**, enter the last name and first name of the student. This information is not case sensitive and you may list only a partial name. Choose the radio button **All** for this search. Click on the Submit button.

Explanation of search types:

Students-only searches for students in your courses

Advisees-only searches for students on your advisee list

Both-searches for students in your courses and on your advisee list

All-searches for all students in database

Student and Advisee Query

Last Name:

First Name:

Search Type: Students
 Advisees
 Both
 All

8. Choose the appropriate student from the drop down list and click on Submit.
9. You are taken to the Registration Overrides screen*. Use the drop down lists to choose the type of override, and the particular course** that the override applies to. Then click on submit. You can provide up to three overrides for the same student at the same time.

Registration Overrides

Information for **Robert S. Hornberger**


Registration Overrides

Override	Course
<input type="text" value="Instructor only-permission"/>	<input type="text" value="40895 - CIS 270 898"/>
<input type="text" value="Instructor only-waive prereq"/>	<input type="text" value="40797 - CIS 201 001"/>
<input type="text" value="None"/>	<input type="text" value="None"/>

* If you scroll down on this screen, you can see any overrides that you may have already granted, and the student's current enrollment for the term.


** In the course list, you will only see those sections which you are assigned to teach. If a student needs an override for another class, they will need to get that override through the appropriate instructor or the department.

10. You will see a verification screen. Make sure the override(s) is correct, and click on Submit. If you see an error, use your browser's back button to return to the previous screen to make changes.

 These are the override requests you entered. Please confirm them by selecting Submit.

Registration Overrides

Override	CRN	Course Number	Section	Student	Activity Date
Instructor only-permission	40895	CIS 270	898	Robert S. Hornberger	Mar 26, 2009
Instructor only-waive prereq	40797	CIS 201	001	Robert S. Hornberger	Mar 26, 2009



11. You will see a confirmation message.

Registration Overrides

Information for [Robert S. Hornberger](#)

The registration overrides you entered have been saved successfully.