Registration OVERrides Tool (ROVER) Instructions

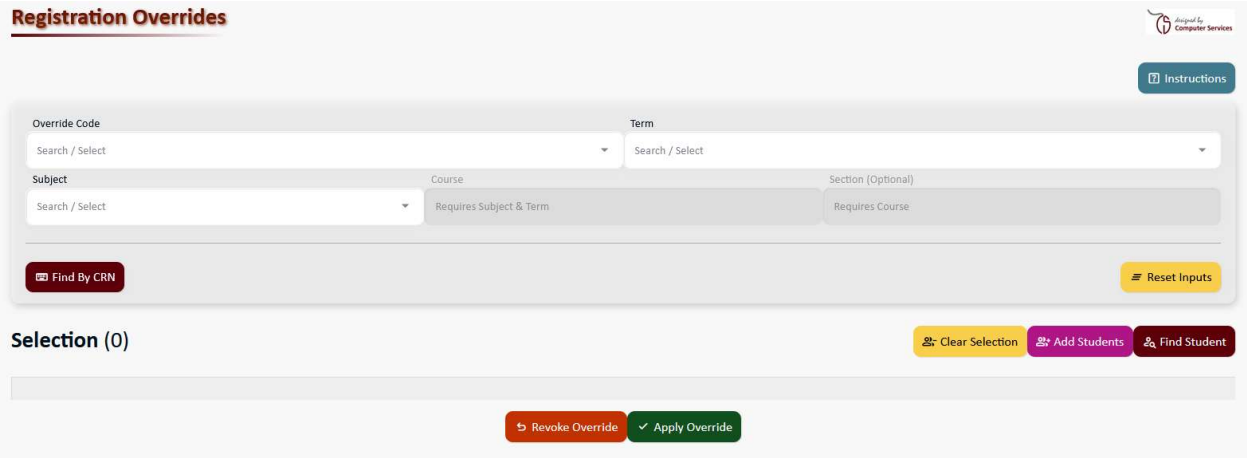
Online Locations

Direct Link: https://dapp.missouristate.edu/registration_overrides/

My Missouri State location: Registration Overrides (ROVER) card.

Purpose

Built as an alternative tool to Administrative Banner's SFASPRO (Student Registration Permit-Override) form, this tool allows for the entry of various registration overrides without requiring Administrative Banner access. It also allows for the registration override to be entered for a single student or for a group of students.



Override Code Selection

To select the desired override code, click in the Override Code search/select field. This will cause a scrollable selection menu to appear. Click on the desired override code.



If you have questions about what type of override might be needed, it is recommended to visit the University's Registration Errors resource which can guide a user to the type of override needed for each registration error message.

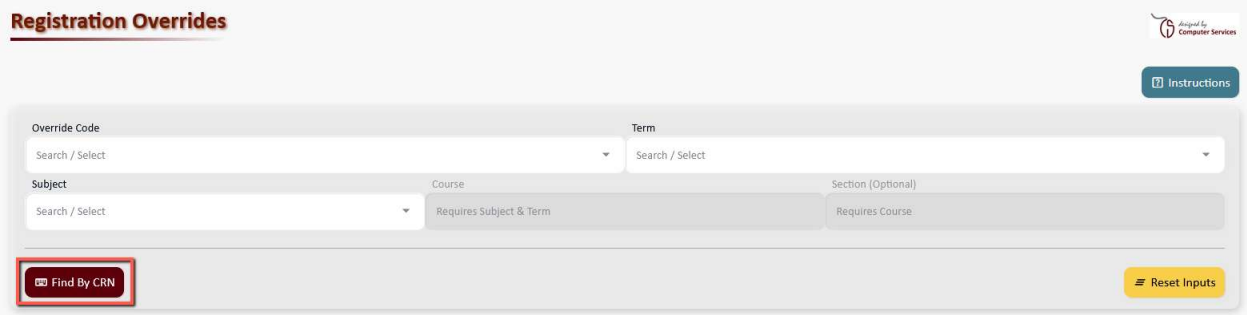
https://www.missouristate.edu/Registrar/Students/registrationerrors.htm

Course Section

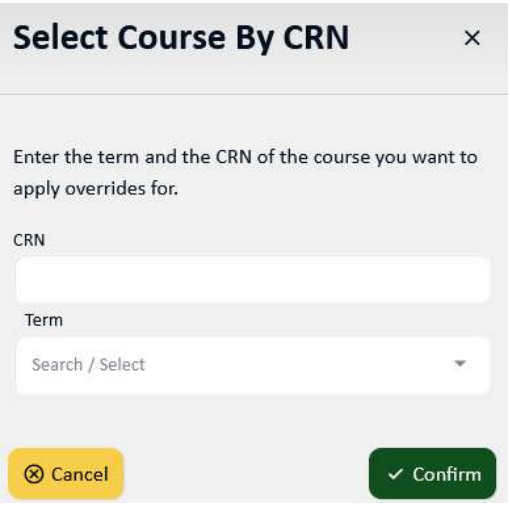
There are two methods available for course selection. Each method is described below.

Course Selection by CRN

Click on the Find by CRN button in the lower-left course under the Subject selection menu.



Select the term of the course in the Term search/select field by clicking in the field and selecting the desired semester. Enter the course CRN in the CRN field. Click the Confirm button.



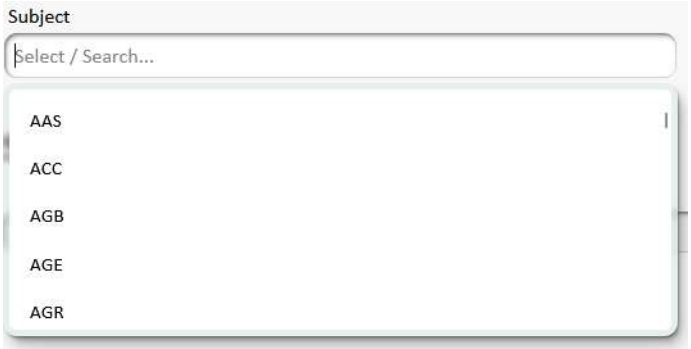
This will cause the Term, Subject, Course, and Section fields to automatically populate.

Course Selection by Subject, Course, and Section Information

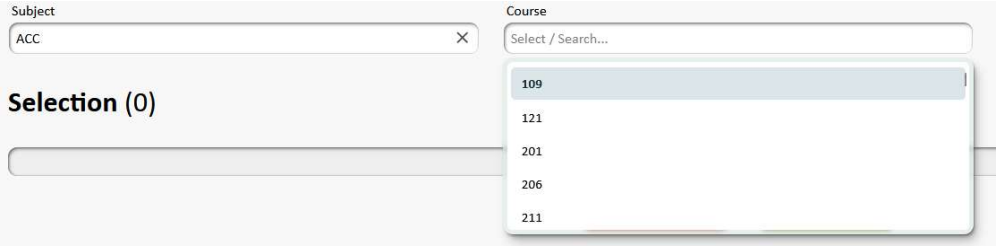
Select the term of the course in the Term search/select field by clicking in the field and selecting the desired semester.



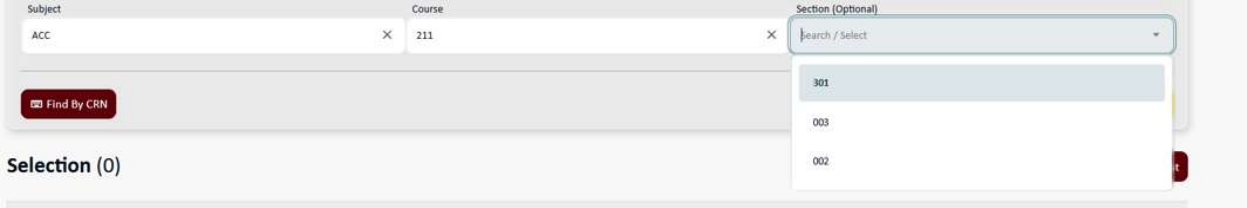
Select the desired course subject in the Subject search/select field by clicking in the field and selecting the desired three-character course prefix.



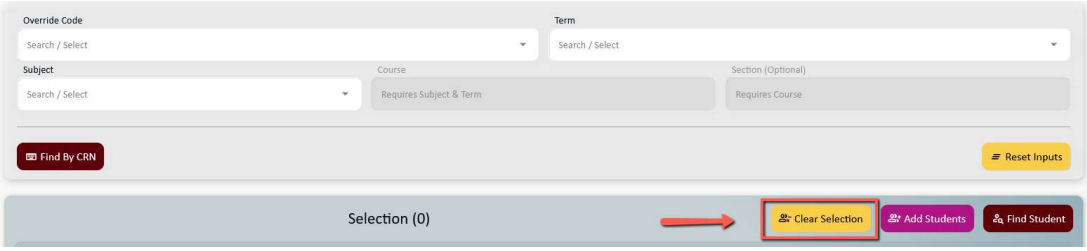
There will be a slight pause as the Course field populates with the available course numbers matching the previously selected subject prefix. Once populated, click the desired course number.



There will be a slight pause as the Section field populates with the available section numbers matching the previously selected subject prefix and course number. Use of the Section field is optional. If left blank, the override will be applicable to any section of the selected subject and course. If filled in, the override will only be applicable to the selected section.



If you wish to clear your selection and start over, you can do this by clicking the Reset Inputs button at the bottom right corner of the page.

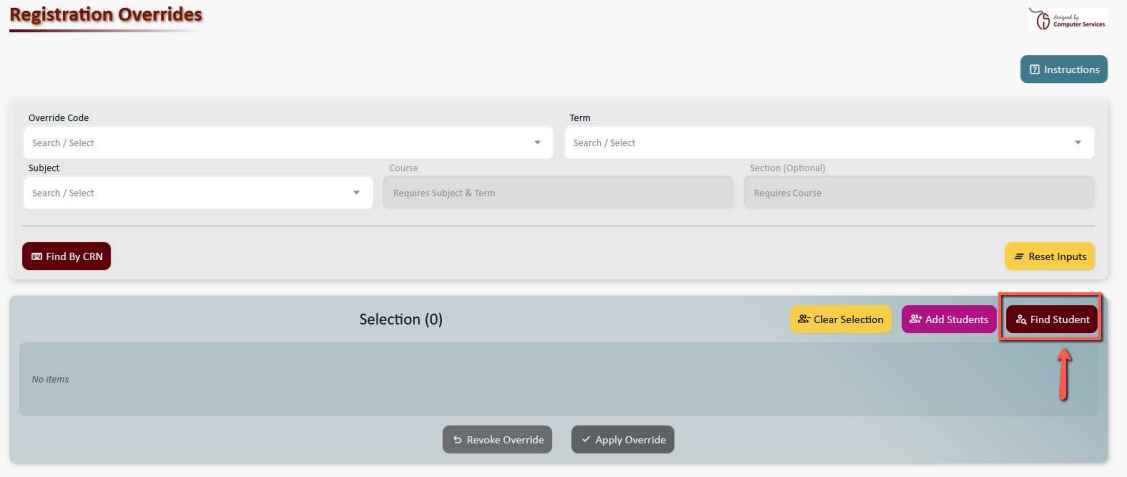


Student Selection

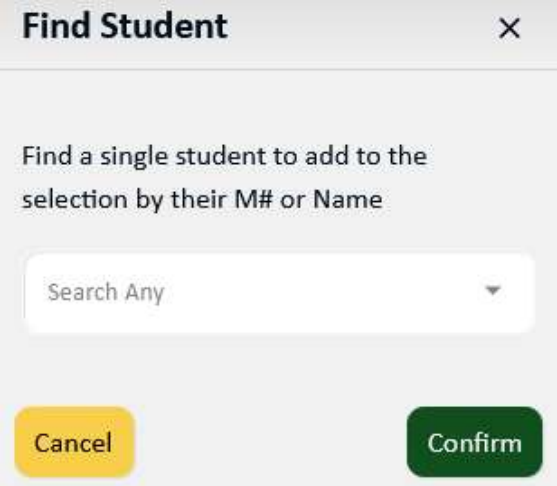
Student selection can be done for a single student or multiple students. The available options are as shown below.

Student Selection-Find Student Button

Click the Find Student button towards the right side of the page.

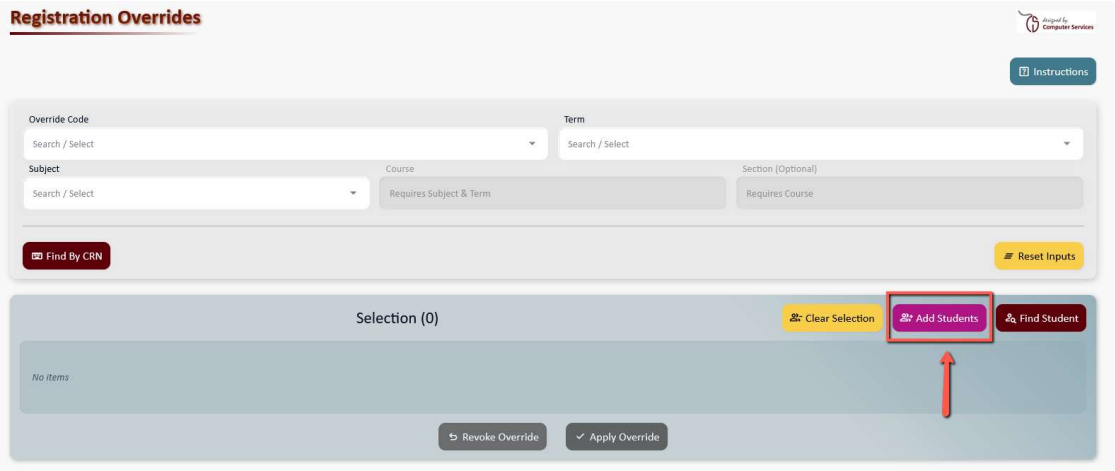


Select the student by using the Person Search field. You can search by M-Number or name. Once you search, you must click on the row below the search box that shows the selected student's m-number and name. Click the Confirm button. NOTE: You can continue to add additional students by repeating the above process.



Student Selection-Multi-Student (By File)

If you have multiple students that need the same override, there is the ability to upload a file containing the student's M-numbers. The file format must be either .txt or .csv and contain nothing else other than the student M-numbers. To do this, click on the Add Students button towards the bottom right portion of the page.

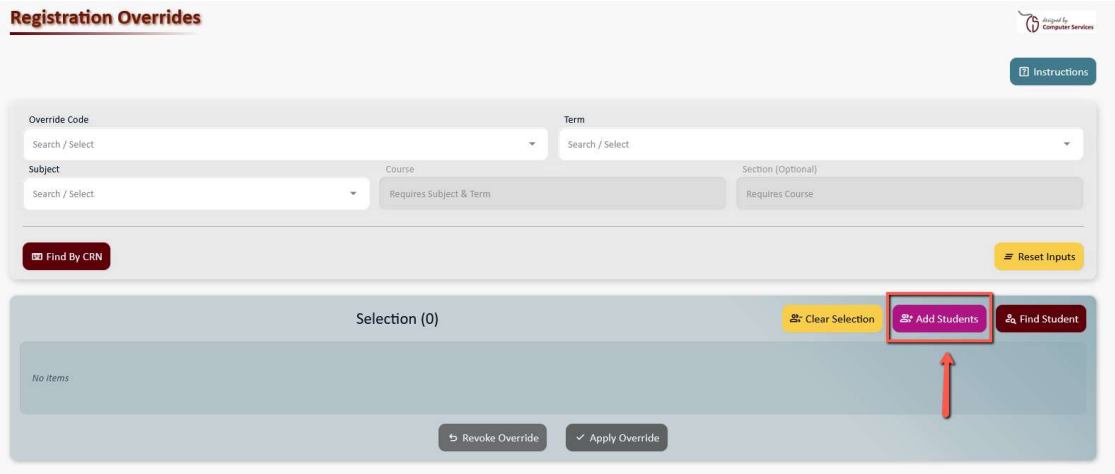


Ensure the Add Group toggle is set to File. Click in the "Click/Drag to Upload File" box, which will open a File Upload box where you can select your desired file. Once selected, the name of the selected file will appear below the "Click/Drag to Upload File" box. Click the Done button. The students in the file will all now be added.

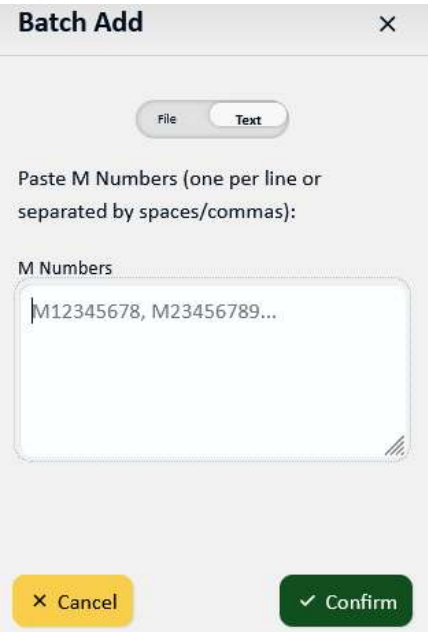


Student Selection-Multi Student by Text

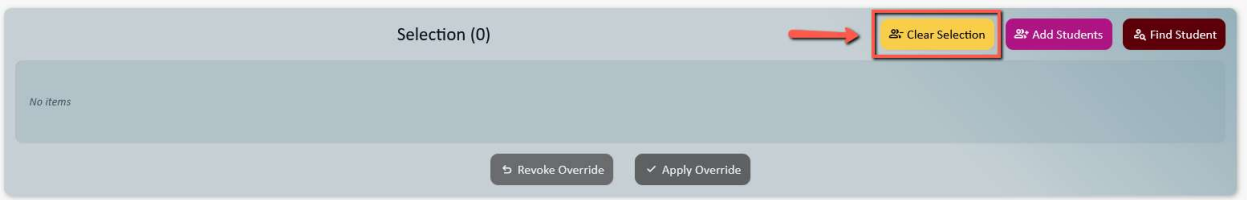
If you have multiple students that need the same override, there is the ability to type a list of the student's M-numbers. To do this, click on the Add Students button towards the bottom right portion of the page.



Ensure the Add Group toggle is set to Text. Type (or paste in) your list of students. This can be done either a) one M-number per line or b) consecutively separated by a comma/space combination. After adding all of the students, click the Done button.

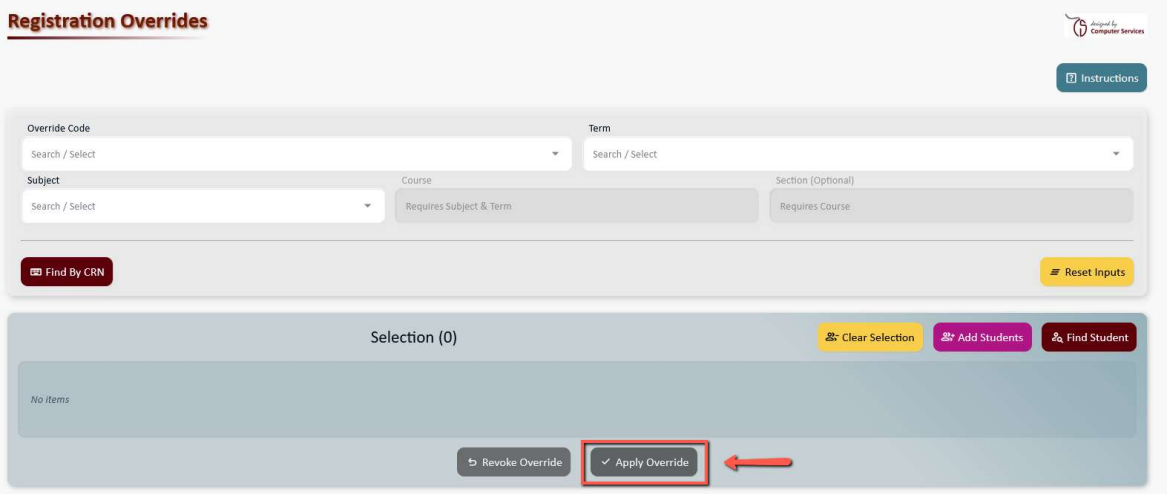


If there is a need to clear the group of students selected (example: you used the wrong list of students), you can clear your selection by clicking the Clear Selection button.



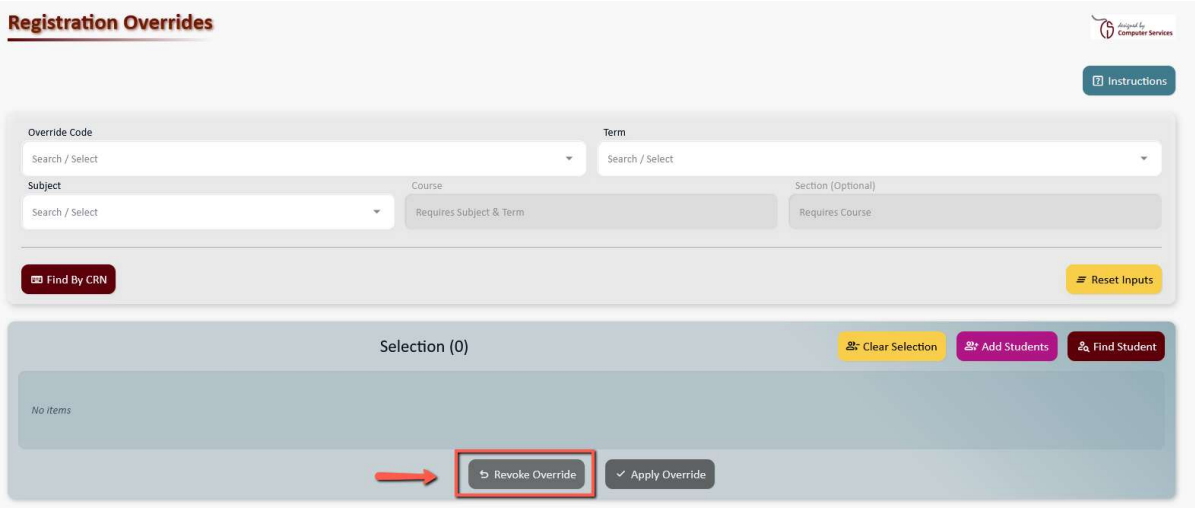
Applying the Override

Once you have selected the override code, the term and course information, and the students who should receive the override, you can apply the override by clicking the Apply Override button.



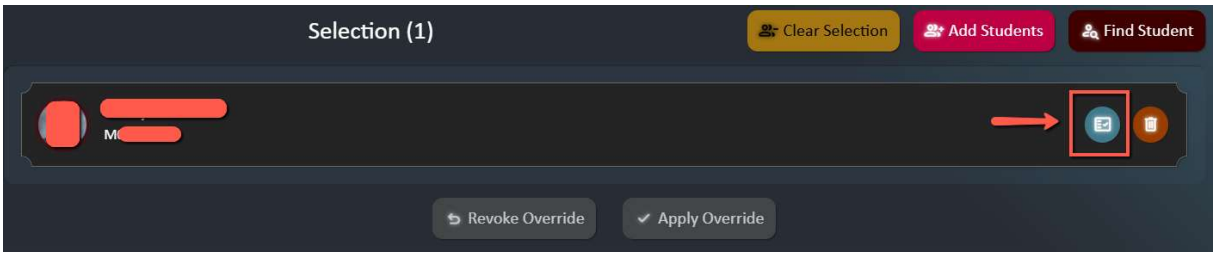
Revoking the Override

If there is a need to revoke an entered override for a group of students (example: you entered the wrong section information), you can revoke the previously applied override by selecting the same information originally entered to apply it, only this time select the Revoke Override button to remove the override.



Reviewing Other Assigned Overrides

If there is a need to see if the selected student has other registration overrides, this can be viewed within ROVER as well. After selecting a student, click the blue button on the right side of the student's selection row.



This will load an Existing Overrides display, which is sortable by course, title, or override.

