Delta State University
REGISTRATION OVERRIDES

A registration override allows a student to register for a course when pre-requisites, test scores, or other restrictions are not satisfied. A student may obtain an override by speaking directly with the instructor of the class or by contacting the departmental secretary and/or chair for the course in which an override is needed.

The following procedure may be utilized by the instructor of record to grant a registration override.

Assigning Registration Overrides (Summary Outline)

Step 1: Log into myDSU Online Services.

Step 2: Navigate to Faculty Services.

Step 3. Click on “Registration Overrides”

Step 4: Select the term in which the course(s) will be offered and click the “SUBMIT” button.

Step 5: Enter the student’s 900# or Last and First names (900 # are preferred). Click the “SUBMIT” button.

Step 6: Confirm Student’s name and click “SUBMIT” button (if the name of the student displayed is incorrect, please verify the 900# and return to step 5.)

Step 7: Two drop down menus will appear. From the left menu, select the appropriate reason for the override. From the right menu, choose the course for which the override must be done. (You can only grant overrides into courses for which you are the Instructor of Record). Click the “SUBMIT” button.

Step 8: Confirm the override type, CRN, Course, Section, and Student information. Click the “SUBMIT” button.

Step 9: Inform student that the override has been granted and he/she may register for the course.

Remember that submitting an override for a student DOES NOT register the student in the class. It merely indicates your approval to override any of the restrictions that would otherwise prevent the student from registering for the course. THE STUDENT MUST LOG INTO myDSU ONLINE SERVICES AND REGISTER FOR THE COURSE.

Specifically, tell the student to log into myDSU Online Services. Click on Student Services. Click Registration. Click Add/Drop classes. Type the course CRN into the CRN block and submit changes.

If you need to grant an override to another student, select the “ID selection” link at the bottom of the page and repeat the process.
Granting Overrides using myDSU Online Services

Please enter your User Identification Number (ID) and your Password. When finished, select Login.

To protect your privacy, please Exit and close your browser when you are finished.

Note: If you have forgotten your password, enter your User ID (UID), then click "Forgot Password?"

Enter your User ID and PIN here. Your User ID is your DSU 900#. Your PIN is six character password. When you log in for the first time, use your birth date as your PIN (MMDDYY).

Click on “Faculty Services.”

Welcome Jamie Doe, to the WWW Information System! Last web access on Jul 25, 2014 at 11:36 am

Student Services & Financial Aid
- Apply for Admission, Register, View your academic records and Financial Aid, Pay on Account, Apply for Graduation.

Employee Services
- View your Benefits and Deductions, Tax Information, Job Summary, and Payroll Information

Faculty Services
- Enter Grades and Registration Overrides, View Class Lists and Student Information

Personal Information
- View or update your address(es), phone number(s), e-mail address(es), emergency contact information, & marital status; View name change & social security number change information; Change your PIN; Customize your directory profile.

Alumni Services
- View or update interests and activities; Find a classmate; Become a volunteer; Update your personal information; Review your pledge history or make a pledge; Customize your directory profile.

Return to Homepage
Click on “Registration Overides”

Select a term from the drop down menu box.
ID Selection

Enter the ID of the Student/Advisee you want to process then press the Submit ID button.

Student/Advisee ID: __________________________

OR

Student and Advisee Query

Last Name: __________________________
First Name: __________________________

Search Type:
- Students
- Advisees
- Both

Submit   Reset

RELEASE: 8.5.4.3

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Student Verification

Verify your selection is correct by clicking OK.

John Doe is the name of the student or advisee that you selected.

Submit

[ ID Selection ]

RELEASE: 8.5.4.3

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If you know the student’s DSU 900# enter it here and click submit. Alternatively, you may enter the First and Last names and click submit.

Verify that this is the name of the student whose ID you entered by clicking the “Submit” button.

If this is not the correct student, click the “ID selection” link at the bottom of the page to search again.
Faculty Registration Permits/Overrides

⚠️ Confidential Information for **John Doe**

Welcome to the Faculty Registration Permits/Overrides Worksheet.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

### Registration Overrides

<table>
<thead>
<tr>
<th>Override</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Capacity Override</td>
<td>None</td>
</tr>
<tr>
<td>Co-Requisites</td>
<td>None</td>
</tr>
<tr>
<td>Duplicate Override</td>
<td>None</td>
</tr>
<tr>
<td>Field Experiences</td>
<td></td>
</tr>
<tr>
<td>Instructor Approval</td>
<td></td>
</tr>
<tr>
<td>Major-Field of Study</td>
<td></td>
</tr>
<tr>
<td>Prerequisites</td>
<td></td>
</tr>
<tr>
<td>Time Override</td>
<td></td>
</tr>
</tbody>
</table>

Select the type of override you are granting from this drop-down menu.

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Select the course for which you are granting this override from this drop-down box then click the "Submit" button.
Faculty Registration Permits/ Overrides

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<tr>
<th>Override</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capacity Override</td>
<td>41278 - BIO 100 06</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

Submit

Review the override and if it is correct click the “Submit” button to record it in the database. If it is not correct, use your browser's “Back” button to return to the previous pages to make corrections.

Faculty Registration Overrides Confirmation

Below are the override requests you entered. Please confirm by clicking Commit Changes.

Registration Overrides

<table>
<thead>
<tr>
<th>Override</th>
<th>CRN</th>
<th>Course</th>
<th>Number</th>
<th>Section</th>
<th>Student</th>
<th>Activity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capacity Override</td>
<td>41278 BIO 100 06</td>
<td>John Doe</td>
<td>Jul 25, 2014</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submit

Confirm override by clicking the “Submit” button.
If you need to grant an override to another student, select the “ID selection” link at the bottom of the page and repeat the process.

Notify student that the override was granted and he/she may register for the course. Granting an override does not enroll the student in the class, it simply indicates your approval to override any restriction that was preventing registration. **THE STUDENT MUST LOG INTO myDSU ONLINE SERVICES AND REGISTER FOR THE COURSE.**

**REGISTRATION DIRECTIONS FOR STUDENTS WHO HAVE RECEIVED OVERRIDES.**

1. Log into myDSU Online Services.
2. Click on Student Services.
3. Click Registration.
4. Click Add/Drop classes.
5. Enter Alternate Pin
6. Type the course CRN into the CRN block.
7. Click the “Submit” Button.