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

DSU Online services

HELP EXIT

(i) 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?"

User ID: [   ]

PIN: [   ]

[Login] [Forgot PIN?]

RELEASE: 8.6.1

**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).**

DSU Online services

Personal Information Alumni and Friends Student and Financial Aid Faculty Services Employee Services

Search [   ] [Go]

SITE MAP | HELP | EXIT

Welcome Jame 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

Click on "Faculty Services."

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

Personal Information Alumni and Friends Student and Financial Aid Faculty Services Employee Services

Search [   ] Go

RETURN TO MENU | SITE MAP | HELP | EXIT

Faculty Services

Student Menu
Display student information; View a student's schedule; Process registration overrides; Process a student's registration; Change a student's class options.

Advisor Menu
View a student's transcript; View a student's grades; Display your security setup.

Term Selection
CRN Selection
Faculty Detail Schedule
Faculty Schedule by Day and Time
Detail Class List
Summary Class List
Detail Wait List
Summary Wait List
Mid Term Grades
Final Grades
Registration Overrides
Registration Add/Drop
Use students birthdate as pin(ex. MMDDYY). Do not use Alternate Pin here
Electronic Gradebook by Component
Faculty and Advisor Security Information

Click on "Registration Overides"

DSU Online services   **SCT WWW Information System**

Personal Information Alumni and Friends Student and Financial Aid Faculty Services Employee Services

Search [   ] Go

RETURN TO MENU   SITE MAP   HELP   EXIT

Select Term

Select the Term for processing then press the Submit Term button.

Select a Term: [Fall 2014 ▾]

Select a term from the drop down menu box.

Submit

RELEASE: 8.5.4.3

Personal Information   Alumni and Friends   Student and Financial Aid   Faculty Services   Employee Services

Search [   ] Go

RETURN TO MENU   SITE MAP   HELP   EXIT

ID Selection

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

Student or Advisee ID: [   ]

OR

Student and Advisee Query
Last Name: [   ]
First Name: [   ]
Search Type: ○ Students
         ○ Advisees
         ◉ Both

[Submit] [Reset]
RELEASE: 8.5.4.3

> **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.**

Personal Information   Alumni and Friends   Student and Financial Aid   Faculty Services   Employee Services

Search [   ] Go

RETURN TO MENU   SITE MAP   HELP   EXIT

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

> **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** <u>John Doe</u>

ⓘ 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

Override	Course
None	None ⌄
Capacity Override	None ⌄
Co-Requistes	None ⌄
Duplicate Overide	
Field Experiences	
Instructor Approval	
Level Override	
Major-Field of Study	
Prerequistes	
Time Override	

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

Faculty Registration Permits/Overrides

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Registration Overrides

Override	Course
None ⌄	None
None ⌄	41278 - BIO 100 06
None ⌄	41279 - BIO 100 07
	46302 - BIO 217 01
	46704 - BIO 217 02
	47378 - BIO 492 01

Submit

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

Registration Overrides

Override	Course
Capacity Override ▾	41278 - BIO 100 06 ▾
None ▾	None ▾
None ▾	None ▾

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 brower's "Back" button to return to the previous pages to make corrections.

DSU Online services   **SCT WWW Information System**

Personal Information Alumni and Friends Student and Financial Aid Faculty Services Employee Services

Search [   ] Go

RETURN TO MENU   SITE MAP   HELP   EXIT

Faculty Registration Overrides Confirmation

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

Registration Overrides

Override	CRN	Course	Number	Section	Student	Activity Date
Capacity Override	41278	BIO	100	06	**John Doe**	Jul 25, 2014

Submit ◄───── **Confirm override by clicking the "Submit" button.**

[Registration Overrides]

RELEASE: 8.5.3

Faculty Registration Permits/Overrides

⚠ Confidential Information for   John Doe
🖳 Welcome to the Faculty Registration Permits/Overrides Worksheet.

🏆 The registration overrides you entered have been saved successfully.

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

Override	Course
None ⌄	None ⌄
None ⌄	None ⌄
None ⌄	None ⌄

[Submit]

Current Student Overrides

Override	Course	Activity Date	Entered by
Capacity Override 41278 - BIO 100		06 Jul 25, 2014	WWW_USER

Current Student Schedule

No schedule available for selected term.
Return to Previous

> **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.**

[ID Selection | Student Schedule | Student Information | Student Address and Phones | Registration Add/Drop]

RELEASE: 8.5.3

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.