



DA: June 12, 2018
TO: Alcorn Deans
FR: John G. Igwebuike, The Office of Student Records (OSR) /s/J.G.I.
RE: Override of Courses

Deans and chairs will be able to give registration overrides for *their* departmental courses. This grant of access is part of an ongoing effort to remove hurdles towards degree attainment and increase student engagement. Dean/chairs will be able to make the following overrides during (pre) registration:

- Class/level/major restrictions - allows a student normally prevented from registering such as a first-year into a 200-level course that is not open to first-year students
- Class capacity/over-enrollment - overrides the capacity/enrollment limit of the course for that student - allows them to register above the limit
- Co-requisites - asserts that two courses (lecture and/or lab) are to be taken simultaneously. This allows a student to enroll in a course without the co-requisite
- Departmental approval - allows student to override a course, which had a restriction placed on it by the department
- Prerequisites - allows a student to override the noted course requirement

Overrides only lift restrictions; they do not register students in classes. Thus, after the chair/dean applies an override, **the student must still go and register by typing in the CRN for the overridden class**. Also, as a critical caution, *departments* may only override *departmental* classes. Under no circumstance may departments (ab)use their override privileges and override courses over which another department has oversight.

Hypothetical: Student A in degree major A' offered by department A*, who wishes to take *closed class B101* offered by department B*, must gain a class closed override approval from *closed class B101's* instructor/chair/dean of department B*. Neither student A's department chair nor dean may execute the class closed override. For department A* to override department B*'s course offering--without permission--would be *ultra vires* and in excess of department A*'s scope of override authority.

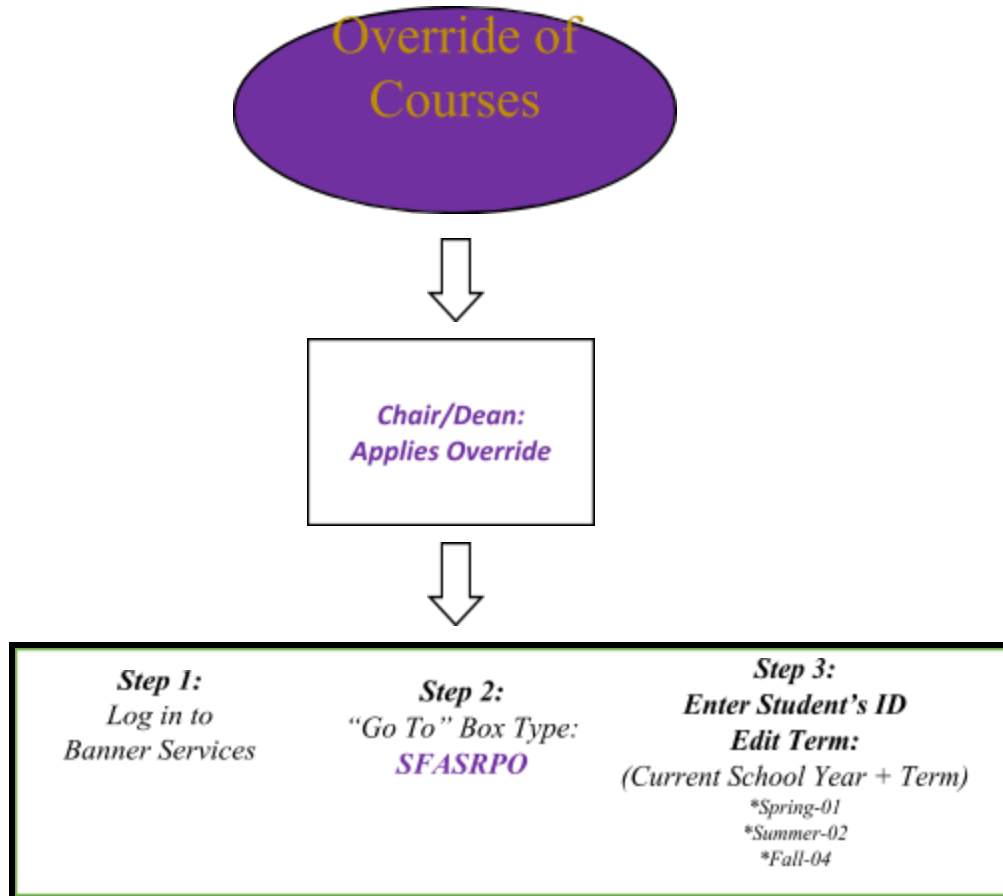
Entrustment of override privileges carries with it duties and responsibilities. Abuse of said privileges may be grounds for revocation and appropriate disciplinary action up to and including termination.

To support units in this trial transition, the following resources are available:

- See → [FERPA Confidentiality Form](#) → select “employee confidentiality form”.
- For more scenarios regarding overrides, see → [Frequently Asked Questions #20](#).
- The Office of Student Records will offer mini-training sessions in June/July 2018.
- For assistance, the [Records Request Form](#) is available for customer service.

For deans and chairs

REGISTRATION OVERRIDE

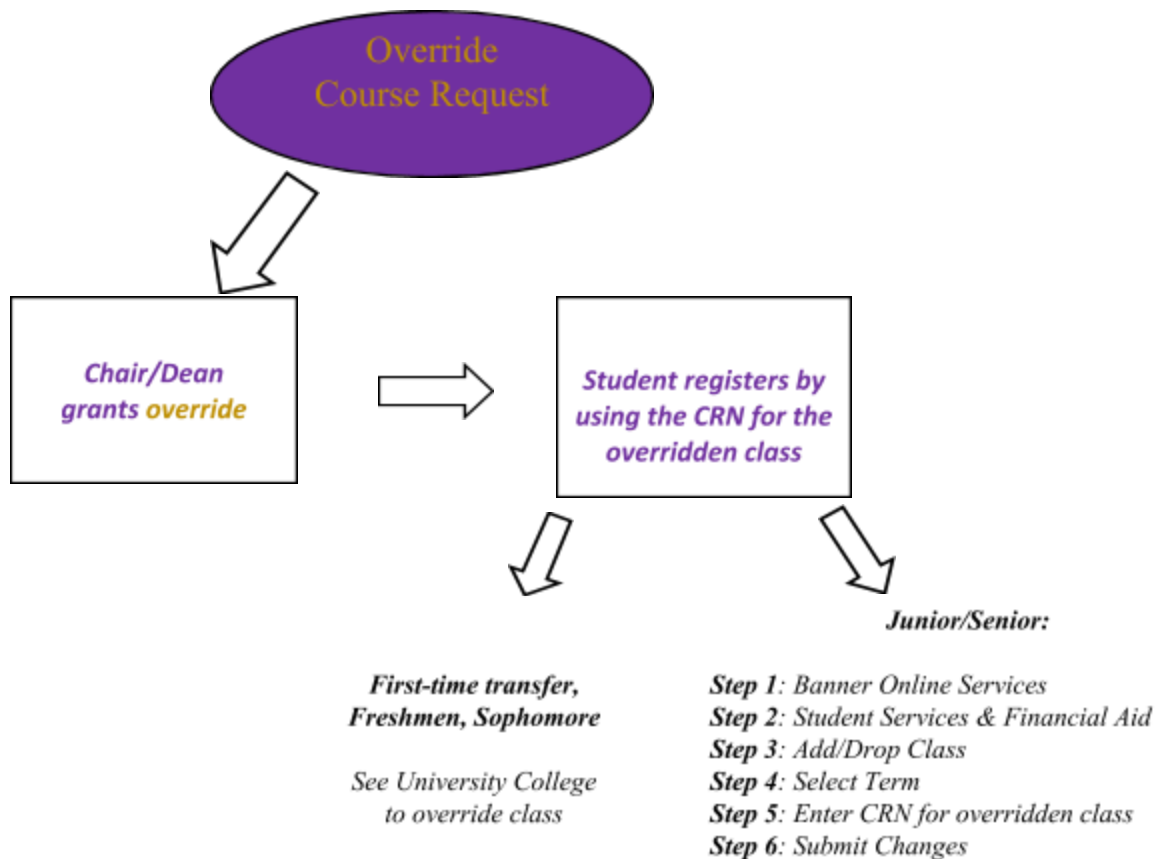


Critical Caution: Departments may ONLY override departmental classes

*After override is done:
Students must go register
by CRN for the
overridden class*

Overrides only lift restrictions, overrides do not register students in classes.

For students
REGISTRATION OVERRIDE PROCESS



Override Types

- **Class/level/major restrictions-** allows a student normally prevented from registering such as a first-year into a 200 level course that is not open to first-year students
- **Class capacity/over-enrollment-** overrides the capacity/enrollment limit of the course for that student-allows them to register above the limit
- **Co-requisites-** asserts that two courses (lecture and lab) are to be taken simultaneously. This allows a student to enroll in a course without the co-requisite departmental approval-allows student to override a course, which had a restriction placed on it by the department
- **Department approval-** allows student to override a course, which had a restriction placed on it by the department
- **Prerequisites-** allows a student to override the noted course requirement

Critical Caution: Students may only request overrides from the department of the requested overridden course.