Faculty Overrides

The Faculty Registration Permits/Overrides page provides the ***primary instructor*** with the ability to enter registration overrides. The page will display any existing overrides for the selected student and term, as well as the student's current schedule.

Once the override has been entered and saved, the student will then be able to register for the class. Overrides do not allow a student to register if he/she has a Hold, i.e., Advising, Collection Agency, Measles, etc., that prevents registration.

The Faculty Registration Permits/Overrides page is available in InsideSOU.

1. Navigate to the Registration Overrides page

- Log in to InsideSOU
- Scroll down to see **Online Services**
- Click **Faculty Tools**
- In the **Faculty Tab**, go to **Faculty Registration Tools** and select the **Registration Overrides**

2. Add an Override

- Using the drop-down option, **select a term** from the Term Selection
  - Click the **Submit** button
- **Select an ID** from the ID Selection page by entering a student's ID number or his/her first and last name
  - Click the **Submit** button
- Verify the correct student is selected
  - Click the **Submit** button
- Using the drop-down options, click the appropriate Override and Course (CRN)
  - Click the **Submit** button

3. Confirm an Override

- Click the **Submit button** to confirm your data entry

To enter an override for a different student, click on the ID Selection link at the bottom of the page.

To navigate to other pages, click on a link at the bottom of the page, or click on the Faculty Services link at the top of the page to return to the Faculty Services menu.

A list of overrides and descriptions is available on the next page.

Contact esc@sou.edu with questions.

Overrides Description

ATTRIBUTE	An attribute override will allow a student to register for a class that is only available to students assigned a specific student attribute. For example, it could allow a student who has the HNRS student attribute to register for an honors course or a student with the ONL student attribute to register for an online course.
CAPACITY	A capacity override will allow a student to register for a class that has reached its max enrollment.
CLASS	A class override will allow a student in one class (i.e. freshman) to register for a class section that is only available to students in other specific classes. For example, it could allow a student who is a sophomore to register for a class that is restricted to juniors and seniors.
COHORT	A cohort override will allow a student to register for a class that is restricted to a particular cohort or student attribute code, i.e., MMSL001 (MiM Salem), HNRC1314 (Honors College 2013-14), etc.
CO-REQUISITE	A co-requisite override will allow a student to register for a class without registering for another class that is a co-requisite. This would be a specialized case where the student is not required to take the co-requisite course at the same time.
DUPLICATES	A duplicate course override will allow a student to register for a class with the same CRN, subject and course number as one they are already registered for that term.
MAJOR	A major override will allow a student to register for a class that is only available to students with different specific majors. For example, it could allow a student who is a math major to register for a class that only allows business majors.
PRE-REQUISITE	A pre-requisite override will allow a student to register for a class even though they have not taken the pre-requisite courses.
SPECIAL APPROVAL	A special approval override will allow a student to register for a class that requires an instructor's signature to register for the class; the special approval override would allow the student to register for that class. This does not override any other restriction.
TIME CONFLICT	A time conflict override will allow a student to register for a class that has a time overlap with a different class they are already registered for that term.
WAIT LIST	A wait list override will give special priority to a student on the wait list. If the student has a wait list override, the next opening in the class will be offered to them instead of the next person on the wait list. The wait list override will not overbook the class.