

FACULTY INSTRUCTIONS:

GRANTING COURSE OVERRIDES

There are several situations in which a student might require a course override (aka “special permission”) to register for your course:

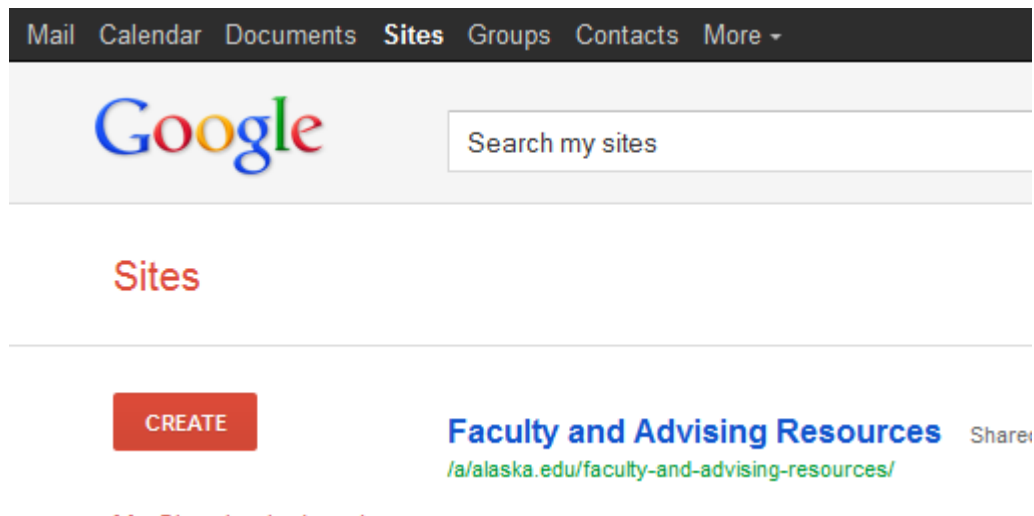
- approval for waiver of a class prerequisite
- instructor approval required to register,
- override of a registration restriction (class, major, level),
- approval for a time conflict,
- approval to register for a closed class, or
- permission to add a class from the waitlist.

You have two ways to grant a course override online. Note that the old pink special permission forms are no longer in use.

1. Using Google Form (Preferred Method)

From your UAF Google account, click on “Sites” and then “Faculty and Advising Resources.”

<https://sites.google.com/a/alaska.edu/faculty-and-advising-resources/>



Click on "Online Forms" in the left navigation menu.

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Home

This site is intended to be a resource for any Use links in the menu to access forms and m

Click on the link for Special Permission Form:

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Online Forms

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- [Advising Approval Form](#)
- [Faculty Initiated Withdrawal](#)

Complete the Special Permission Form and click "Submit."

Special Permission Form

This form may only be submitted by course instructor or department administrative assistant, using Google Apps for UA Login. If UA identification cannot be confirmed, student will be notified by email (@alaska.edu account) that the special permission cannot be processed.

IF YOU SUBMIT THIS FORM, DO NOT SUBMIT A PAPER COPY TO OUR OFFICE. This form replaces the paper. We produce an electronic document from the information that you submit to be processed and stored in OnBase.

Your username (wmearnest@alaska.edu) will be recorded when you submit this form. Not

[wmearnest?](#) [Sign out](#)

* Required

Registration Term *

Spring 2012 ▼

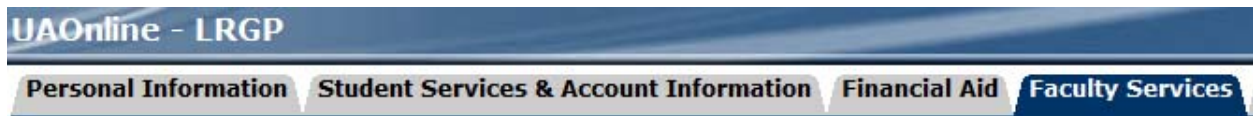
This information is received by staff in the Office of Admissions and the Registrar, and is processed within one business day. During peak registration times, we try to process them as quickly as they come in. You will also receive an email notification of the transaction for your records. Note: there is no reason to print out the form.

2. USING UAONLINE (read instructions carefully!)

If you are the primary instructor of record on a course, then you have the ability to grant students overrides using UAOnline. The advantage of this is that it is processed as soon as you enter it. **However, it can be surprisingly tricky to enter the right kind of override – there are more than 20 types to choose from -- and the student can still have difficulty registering.** This can lead to more frustration for both you and the student.

However, if you want to use this feature, here's how.

Click on the Faculty Services tab in UAOnline. In that menu, you should see "Registration Overrides" as an option.



Faculty & Advisors Menu

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[CRN Selection](#)

[Faculty Detail Schedule](#)

[Week at a Glance](#)

[Detail Class List](#)

[Summary Class List/Enter Grades](#)

[Class List with Prerequisites](#)

View the class list with student schedules including their prerequisite status

[Detail Wait List](#)

[Summary Wait List](#)

[Wait List with Prerequisites](#)

View the wait list with student schedules including their prerequisite status

[Registration Overrides](#)

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Once you choose the Registration Overrides option, you'll be asked to select a term and enter a student ID. Then you'll be presented with drop-down menus for an "Override" type, and course(s) that you are assigned to teach.

Registration Overrides

Override	Course
Repeat Limit Override ▼	35129 - BIOL F271 F01 ▼
Co-Requisite Override ▼	35129 - BIOL F271 F01 ▼
Major Override ▼	35129 - BIOL F271 F01 ▼

Submit

This is the tricky part: *you have to know what type of override the student needs.* If the student needs a "time conflict" override, and you select "prerequisite" override, then the student will still be unable to register. Note that you **can** enter up to three override types for one student. For example, you might need to grant a student permission to register because they don't have a prerequisite AND because the class is normally restricted to students in a particular major. You can enter both override types in one transaction.

Most common override types needed are:

- a. **Capacity override** (the class has reached capacity but you want to allow the student in anyway)
- b. **Prerequisite override** (the student does not have the appropriate prerequisite on their record in Banner, but you believe they should be allowed into your course anyway)
- c. **Major override** (the course is restricted to students in a particular major, but you are making an exception for this student)
- d. **Time conflict override** (there is an overlap in the schedule with another class, but you've made special arrangements so that the student can attend both classes)

If you have any doubt about the type of override to enter, it's better to go back and submit the Google form instead. Staff in our office are more familiar with override codes and will contact you if there is any question.

If you have any questions about processing an override, contact Records & Registration staff at 474-7500 or 1-800-478-1823.