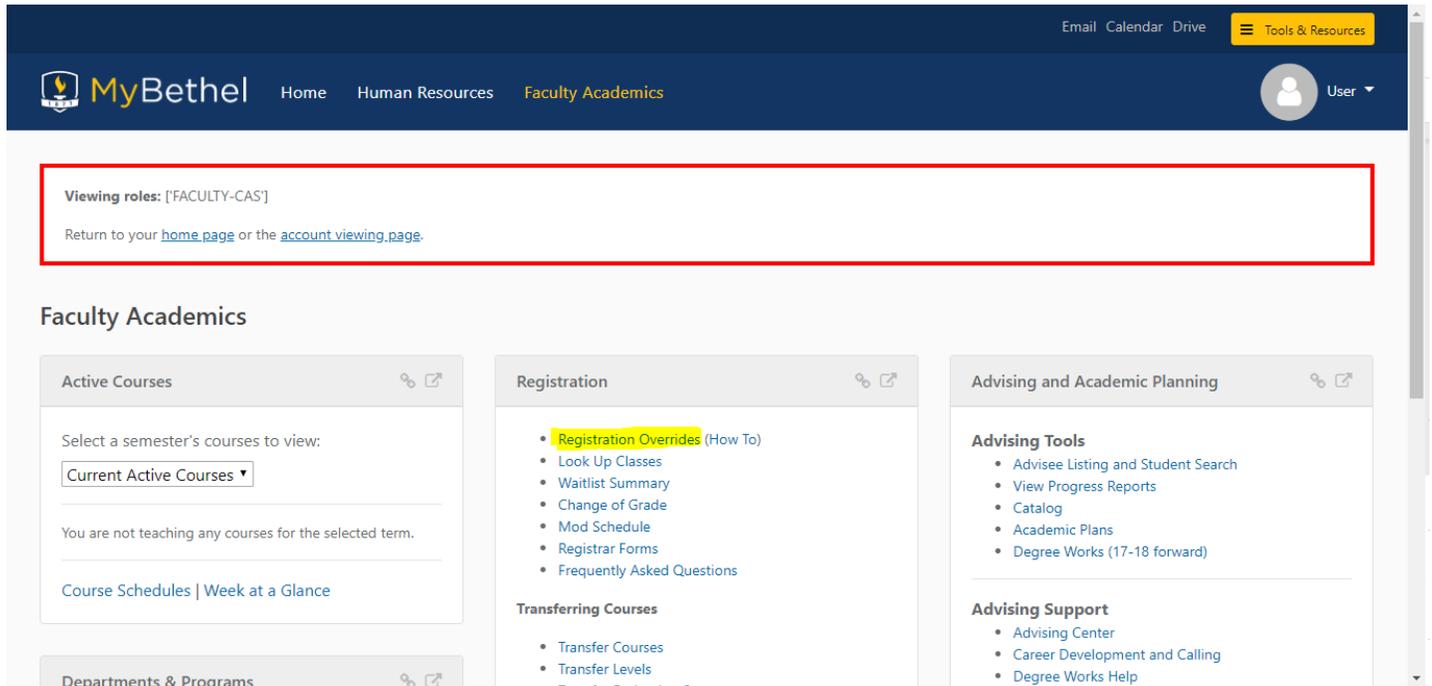


Registration Overrides

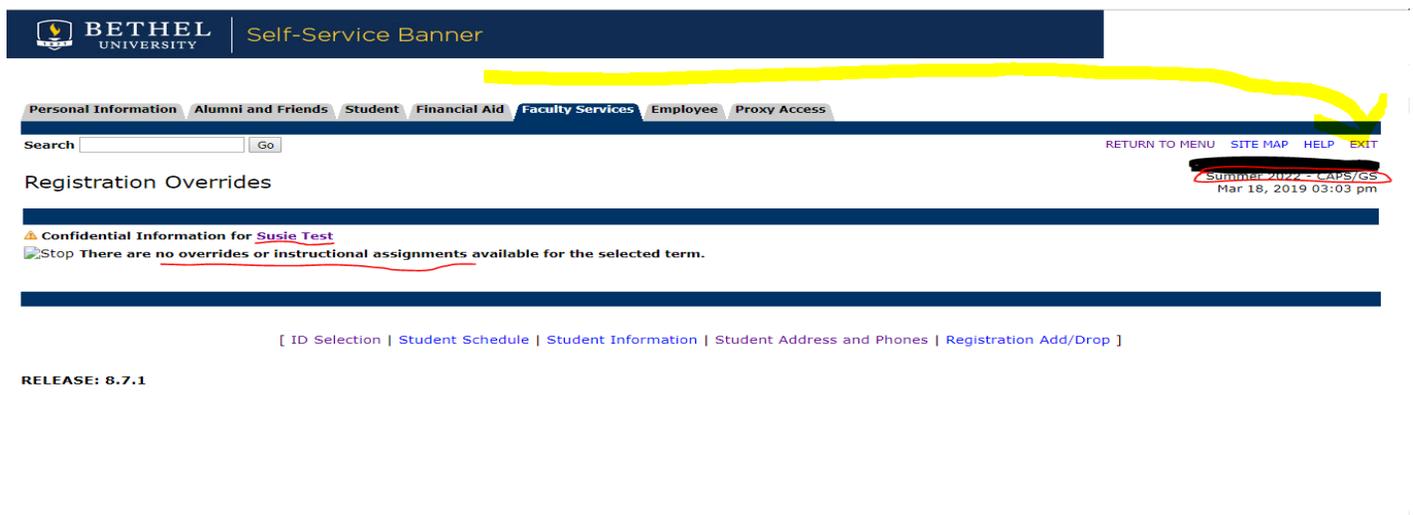
Reminder: Please be sure to tell students that they must still register for the course through their web registration. Authorizing a student to register *does not* automatically register them for the course.

1. From the [Registration](#) channel, select “Registration Overrides.”



The screenshot shows the MyBethel Faculty Academics interface. At the top, there is a navigation bar with 'MyBethel' logo, 'Home', 'Human Resources', and 'Faculty Academics' links. A 'Tools & Resources' button is also present. Below the navigation bar, a red box highlights the 'Viewing roles: [FACULTY-CAS]' and a link to return to the home page or account viewing page. The main content area is titled 'Faculty Academics' and contains three panels: 'Active Courses', 'Registration', and 'Advising and Academic Planning'. The 'Registration' panel is active and shows a list of options, with 'Registration Overrides (How To)' highlighted in yellow. Other options include 'Look Up Classes', 'Waitlist Summary', 'Change of Grade', 'Mod Schedule', 'Registrar Forms', and 'Frequently Asked Questions'. Below this, there are sections for 'Transferring Courses' and 'Advising Tools'.

Note: If you find yourself locked into the wrong term or stuck in a student record, please click the “Exit” link, close your browser tab, and start over from MyBethel. For an example of getting “stuck” see image below:



The screenshot shows the Bethel University Self-Service Banner. The top navigation bar includes 'Personal Information', 'Alumni and Friends', 'Student', 'Financial Aid', 'Faculty Services', 'Employee', and 'Proxy Access'. A search bar is visible. The main content area is titled 'Registration Overrides' and displays a message: 'Confidential Information for Susie Test. Stop There are no overrides or instructional assignments available for the selected term.' A yellow arrow points to the 'EXIT' link in the top right corner. The page footer includes a release version 'RELEASE: 8.7.1' and a timestamp 'Mar 18, 2019 03:03 pm'.

2. Select the relevant registration term from the drop-down menu and click “Submit.” This will take you to the Student and Advisee ID Selection Page

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Select Term

Mar 18, 2019 03:10 pm

Select a Term: Summer 2022 - CAPS/GS ▼

RELEASE: 8.7.1

3. Enter the ID number or search by First/Last Name of the student for which you are entering authorization and click Submit. The system will confirm the student you wish to view. If it is correct, click Submit. This will take you to the Registration Overrides page.

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student and Advisee ID Selection

Spring 2019 - CAS
Mar 18, 2019 02:53 pm

You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID:

OR

Student and Advisee QueryLast Name: First Name: Search Type: Students
 Advisees
 Both
 All Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student and Advisee ID Selection

Spring 2019 - CAS
Mar 18, 2019 02:57 pm

Select the Student or Advisee that you wish to process and choose Submit Name.

Student or Advisee:

RELEASE: 8.7.1

4. On the Registration Overrides page, select the appropriate override type from the left drop-down menu and select the corresponding course from the drop-down menu on the right. (Note that you can only override requirements for courses in which you are listed as the instructor.)

The options are to override class standing restrictions (i.e. junior or senior), pre-requisite, co-requisites, enrollment limit (class size), instructor permission, major restriction, placement exam, Multiple P-courses restriction, or ALL (please note that Override All will override all restrictions except the Multiple P-courses restriction).

Override Class Restriction is for courses that require a student to be a certain class (i.e. Junior).

Instructor Permission is for courses that specifically require the instructor's permission.