

Registration Overrides

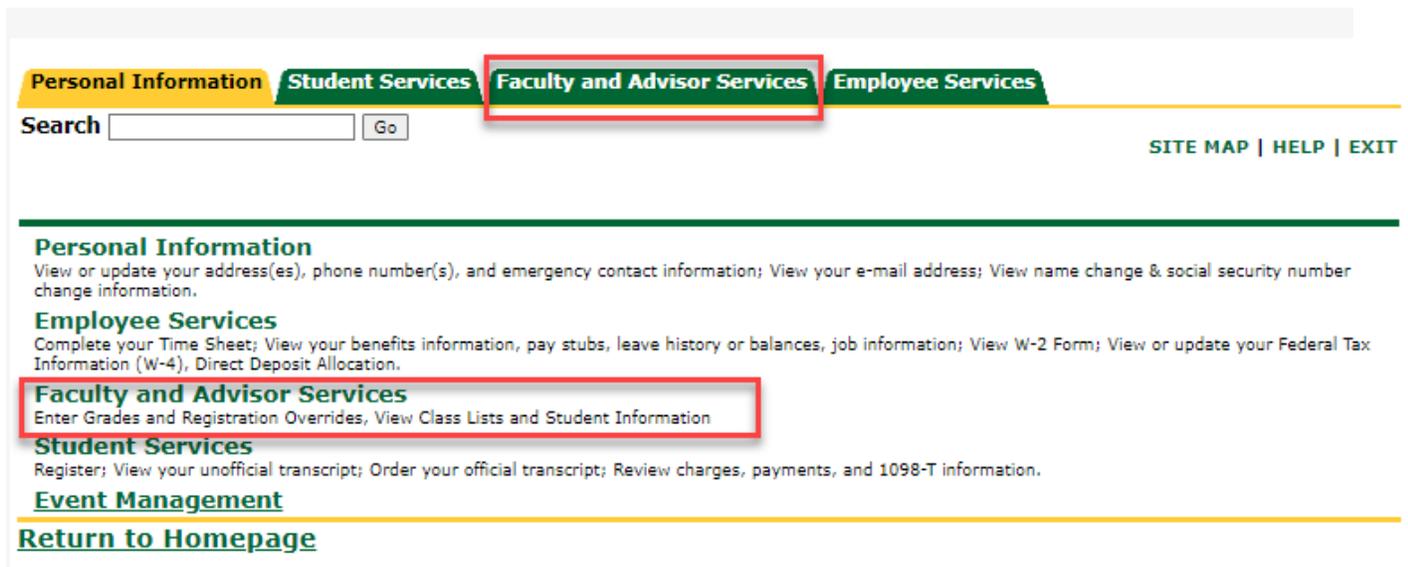
The purpose of this guide is to provide instructions for issuing overrides. A registration override indicates that you have given permission for a student to bypass certain enrollment restrictions that would otherwise prevent the student from registering for your course. After issuing an override, it is still necessary for the student to register him/herself into the course.

Before you begin, you must check with your department administrator to determine which, if any, overrides can be issued for courses in that department. Some departments may have paper force-add forms that instructors may sign. Paper Force-Adds must be submitted to the Office of the University Registrar by the last day to add for processing.

Note the following departmental requirements:

- School of Business: courses may not be overridden by instructors—direct students to the School of Business’ Office of Academic and Career Services to obtain an override for Business courses.
- Schar School of Policy and Government: Graduate courses may not be overridden by instructors—direct students to the Schar Student Services office to obtain an override for Schar courses.
- Mathematics: 100-level math courses may not be overridden by instructors—direct students to the Mathematics Department to obtain an override.

1. Log on to [Patriot Web](#).
2. Select “Faculty and Advisor Services.”



The screenshot shows the Patriot Web navigation menu. The menu items are: Personal Information, Student Services, Faculty and Advisor Services, and Employee Services. The 'Faculty and Advisor Services' item is highlighted with a red box. Below the menu is a search bar with a 'Go' button and a 'SITE MAP | HELP | EXIT' link. The main content area lists several services: Personal Information, Employee Services, Faculty and Advisor Services (highlighted with a red box), Student Services, and Event Management. A 'Return to Homepage' link is also present.

3. Select “Registration Overrides”.

- [NEW! Faculty Attendance Tracking](#)
- [NEW! Student Academic Review](#)
- [NEW! Class List](#)
- [NEW! Drop Roster](#)
- [Faculty Grade Entry](#)
- [Faculty week at a Glance \(9x\)](#)
- [Faculty Detail Schedule \(9x\)](#)
- [Syllabus Information \(9x\)](#)
- [Office Hours \(9x\)](#)
- [Assignments \(9x\)](#)
- [Faculty Feedback \(9x\)](#)
- [Faculty Feedback Administration \(9x\)](#)
- [Faculty and Advisor Security Information \(9x\)](#)
- [Registration Overrides \(9x\)](#)
- [Student Search \(9x\)](#)

4. Select a term from the drop-down list, then enter the ID of the student or advisee you want to process or grant an override. Select Submit.

5. The results will be displayed below the search. Click on a record to enter the override details.

ID	First Name	Last Name	Type
G00074006	Testi	Vrr	

6. Use the drop-down lists to identify the override reason and course. Select Submit.

Registration Overrides

Override	Course	+ Add Override
Prereq/Test Score Override	43281-CRIM 210 001	
<input type="button" value="Submit"/>		

Click the + button to add another override.

Faculty and Advisors • Registration Overrides

Save Successful

Registration Overrides

Override	Course	+ Add Override
Prereq/Test Score Override	43281-CRIM 210 001	
<input type="button" value="Submit"/>		

A message confirming the change has been saved will appear.

- To review registration overrides issued to a student, return to the search. A listing of overrides that have been issued will be listed along with details about the student including the number of credit hours in which they are registered and their schedule.

Current Student Overrides

Override	Course	Activity Date	Entered by
Prereq/Test Score Override	43281 - CRIM	04/03/2023	BAN_SS_USER

For assistance, please contact regsite@gmu.edu.