

# Registration Overrides in WINGS Express

On the **Faculty Menu**:

1. Enter the Term (**Term Selection**)
2. Enter the UID (**ID Selection**)
3. Select **Registration Overrides**

## Faculty Menu

1	<b>Term Selection</b> List of terms used with services below.
	<b>Course Catalog</b> Summary information about WSU courses
	<b>Class Schedule Search</b> Detail information by term for class sections.
	<b>Look Up Classes</b> Look up classes by searches.
2	<b>ID Selection</b> Enter a student ID for student services below.
	<hr/>
3	<b>CRN Selection (Your Sections)</b> Select a CRN (Course Reference Number) to use with the services below.
	<b>Faculty Detail Schedule</b> Detail information like enrollment and more of each class being taught by you.
	<b>Active Assignments</b> Your currently assigned classes.
	<b>Registration Overrides</b> Permit overrides by term for a student.
	<b>Summary Class List</b> Summary list of registered students in a selected CRN.
	<b>Detail Class List</b> Detail information about students in a selected CRN.
	<b>Faculty Grade Summary</b> View past term grades and change grades.

Select the dropdown arrows to add permission(s) for the selected student


Search

### Registration Overrides

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Information for **A [REDACTED]**

**Registration Overrides**

Override	Course
None 	None
None	None
None	None

# Registration Overrides in WINGS Express

Select the appropriate **Override\*** and **Course** then Submit

*\*Overrides requiring non-instructor approval should be entered by an instructor only if appropriate authorization has been granted to do so by the appropriate office. Student should otherwise be directed to contact the appropriate office (e.g., department, college).*

Search  Go

### Registration Overrides

None  
Student Attribute Override  
Classification Override  
Closed Class Override  
Student Cohort Override  
College Override  
Co-requisite Override  
Degree Override  
Department Approval  
Duplicate Course Override  
**Instructor Approval**  
Linked Course Override  
Major Override

Course  
None  
None  
None

Personal Information Alumni and Friends Student and Financial Aid **Faculty** Advisor

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### Registration Overrides

Information for **T. M. [Redacted]**

Registration Overrides

Override	Course
Instructor Approval	83341 - COM 4710 03
None	None
None	None

**NOTE: Do not add a CLOSED (Closed Class Override) if there is a Waitlist** for your course and Online Registration is still open.

*Your department may use Waitlist Management to move a student up in the waitlist queue if you want the next seat to go to a student*

# Registration Overrides in WINGS Express

To confirm, the Registration Overrides form will display your action and **you must select submit again.**

## Registration Overrides

 These are the override requests you entered. Please confirm them by selecting Submit.

### Registration Overrides

Override	CRN	Course Number	Section	Student	Activity Date
Instructor Approval	83341	COM	4710	03	[REDACTED] Apr 12, 2017

Submit



FacStaff Online Permission Guide

CODE	DESCRIPTION	RESTRICTION TYPE	WHEN USED	ERROR MSG TO STUDENT DURING ONLINE REGISTRATION	STUDENT REGISTRATION FORM TO RAIDERCONNECT
ADV_MAX_HR	Advisor Apprvl Exceed Max Hrs	Maximum Credit hours allowed: - UG student 20 cr hrs - GR student 16 cr hrs	Permit student to exceed maximum credit hours	Maximum hours exceeded	Always
ATTRIBUTE	Student Attribute Override	Course is restricted to include or exclude students with particular attribute(s)	Permit student who does not meet the restriction to register for this CRN	Student Attribute Restriction	Once Instructor Permission is Required for the Term (Full-X, A, B)
AUDIT_CRED	Change from Audit to Credit OK	Permission always required to allow a student to change from audit to credit	Permit student already registered to change status in your course from/to audit/credit	N/A - not permitted online	Always
AUDIT_OK	Instructor Approved Audit Reg	Permission always required to allow a student to audit a course.	Permit student to audit your course; common for those participating in 60 and Up program	N/A - not permitted online	Always
CLASS	Classification Override	Course is restricted to include or exclude a particular Class (e.g., SR, JR, SO, FR)	Permit student who does not meet the restriction to register for this CRN	Class Restriction	Once Instructor Permission is Required for the Term (Full-X, A, B)
CLOSED*	Closed Class Override*	There are no seats available for the CRN <b>and there is no waitlist</b>	Permit registration when no seats remain and CRN has no waitlist	Closed Section	Once Instructor Permission is Required for the Term (Full-X, A, B)
COHORT	Student Cohort Override	Course is restricted to include or exclude students in a particular cohort.	Permit student who does not meet the restriction to register for this CRN	Cohort Restriction	Once Instructor Permission is Required for the Term (Full-X, A, B)
COLLEGE	College Override	Course is restricted to include or exclude students whose primary program belongs to a particular college.	Permit student in a different college to register	College Restriction	Once Instructor Permission is Required for the Term (Full-X, A, B)
COREQ	Co-requisite Override	Course has co-requisites	Permit student to register for this CRN without registering for its co-requisites	Corequisite required	Once Instructor Permission is Required for the Term (Full-X, A, B)
CRED_AUDIT	Change from Credit to Audit OK	Permission always required to allow a student to change from credit to audit	Permit student to change status in your course from credit to audit	N/A - not permitted online	Always
DEGREE	Degree Override	Course is restricted to students seeking particular degree(s)	Permit student seeking a different degree to register for this CRN	Degree Restriction	Once Instructor Permission is Required for the Term (Full-X, A, B)
DEPARTMENT	Department Approval	Course requires Department approval for any student to register	Permit student to register for the CRN	Department Approval	Once Instructor Permission is Required for the Term (Full-X, A, B)
DUPLICATE	Duplicate Course Override	Course prohibits registration to another section of the same Subject and Course Number	Permit student to register for this CRN while already registered for another section of the same course	Duplicate Course with Section %1%	Once Instructor Permission is Required for the Term (Full-X, A, B)
FOS	Field of Study Override	Course restricted to include or exclude students in a particular major, minor, or concentration field of study	Permit student to register for this CRN who is not seeking the field of study to which the course is restricted to register for this CRN	Field of Study Restriction	Once Instructor Permission is Required for the Term (Full-X, A, B)
INSTRUCTOR	Instructor Approval	Course is restricted to require Instructor Approval OR online registration has ended for the term	Permit student to register to CRN with restriction or to any CRN once Instructor Approval is required for all classes	Instructor Approval	Once Instructor Permission is Required for the Term (Full-X, A, B)
MAJOR	Major Override	Course restricted to include or exclude students in a particular major field of study	Permit student to register for this CRN who is not seeking the major field of study to which the course is restricted to register for this CRN	Field of Study Restriction	Once Instructor Permission is Required for the Term (Full-X, A, B)
PREREQ	Pre-req Override	Course restricted to students who have met particular pre-requisite course or test score requirements	Permits student to register for this CRN who have not met the pre-requisites	Prerequisite or Test Score error	Once Instructor Permission is Required for the Term (Full-X, A, B)
PROGRAM	Program Override	Course restricted to students in a particular curriculum program	Permits student to register for this CRN who are not in the program to which course is restricted	Program Restriction	Once Instructor Permission is Required for the Term (Full-X, A, B)

\*do not use CLOSED CLASS override if course has waitlist; this results in student on waitlist missing opportunity to register and adds seat to the class. If an added seat is the desire, department can request added seat(s) via Office of the Registrar scheduling.