Registration Overrides in WINGS
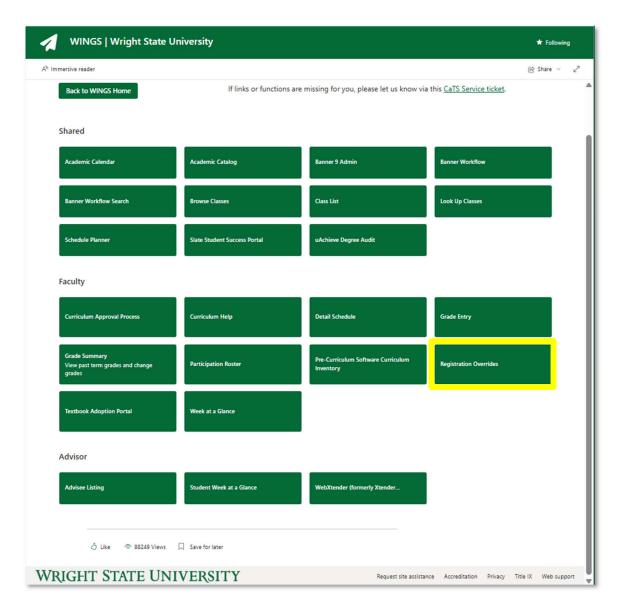
Click on the Faculty and Advisor tile in the WINGS Portal.
Select Registration Overrides from the Faculty and Advisor menu.
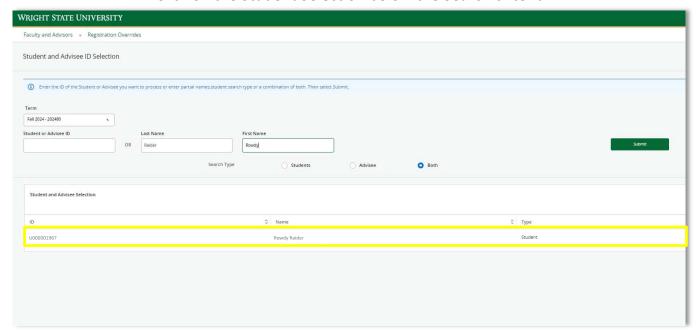
Registration Overrides in WINGS

Select the Term.
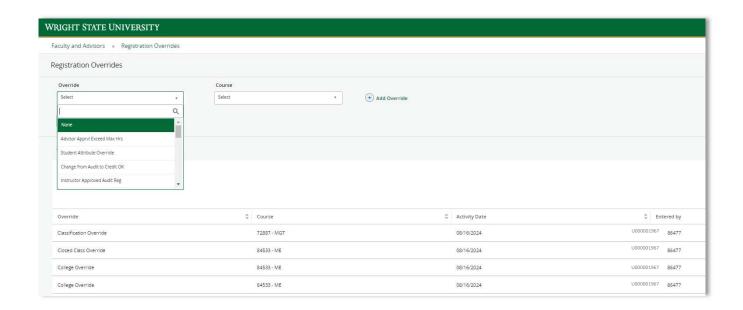Enter the student's UID or Name.
Click Submit.

Click on the Student Selection below the Search criteria.

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

*Overrides requiring non-instructor approval should be entered by an instructor <u>only</u> 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).
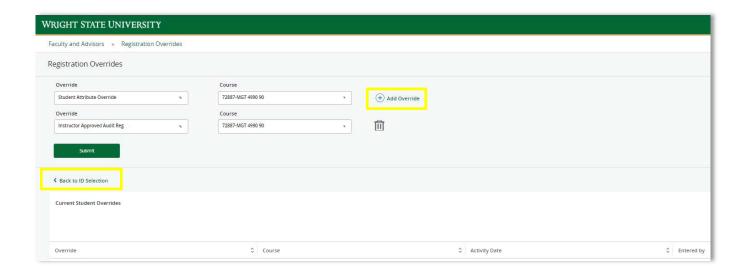
Registration Overrides in WINGS

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

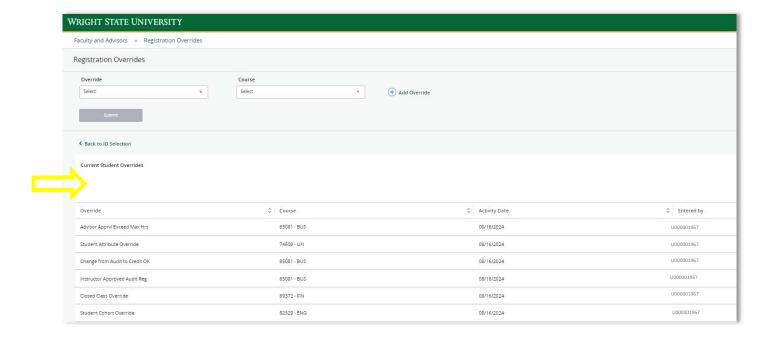*Your department may use Waitlist Management to move a student up in the waitlist queue if you want the next seat to go to a student*

Registration Overrides in WINGS

You can submit more than one override at a time for the same student in the same course if needed. If you add one by mistake, you can remove it from your selections using the trash can icon *before* you submit it.

If you need to submit overrides for more than one student, submit the first one, then click < Back to ID Selection to select the second student.

Check the Current Student Override List to verify that the override(s) you submitted are effective.

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 forthis 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 **and there is no waitlist**	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 who has not met the pre-requisites to register for this CRN	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.

1/26/2021