Registration Overrides:

THE FACULTY VIEW
The faculty member signs in to their MyCCRI account and clicks on the For faculty tab:

In the Faculty Registration Tools channel, click on Registration Overrides.

Select the term:

Enter the CCRI ID of the student (or search for the student using first and last name):
Verify that the student is the proper student intended:

Student Verification

Verify your selection is correct by clicking OK.

John P. Panzica is the name of the student or advisee that you selected.

[Submit]

The Override screen will display:

Faculty Registration Permits/Overrides

Welcome to the Faculty Registration Permits/Overrides Worksheet.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

<table>
<thead>
<tr>
<th>Override</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

There are no current overrides for the selected student and term.

Next, select the Override type (from the drop-down):
And select the Course (from the drop-down):
You will only have access to authorize overrides for courses you are teaching.

Click Submit
A screen confirming the override(s) and Student(s) that you wish to process will display:

Click Submit
A screen displaying all processed overrides will display:

**Faculty Registration Permits/Overrides**

Informative for John P. Panico.

Welcome to the Faculty Registration Permits/Overrides Worksheet.

The registration overrides you entered have been saved successfully.

If the word "Confidential" appears next to a student's name, neither personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

**Registration Overrides**

<table>
<thead>
<tr>
<th>Override</th>
<th>Course</th>
<th>Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Current Student Override**

<table>
<thead>
<tr>
<th>Override</th>
<th>Activity Date Entered</th>
<th>Activity Date Entered</th>
<th>Activity Date Entered</th>
</tr>
</thead>
</table>

**Current Student Schedule**

Students are responsible for dropping all courses they are unable to attend. Please drop your classes through MyCCU or in person. Tuition charges will be removed from your bill only if you drop your classes by the published drop deadline. Drop deadlines vary. Please check the current academic calendar at www.cnu.edu for the appropriate deadline.

THE STUDENT VIEW

The student simply goes in to add classes as they normally would. They need the CRN of the course, they type in the CRN of the course and Click the Submit Changes button:

**Add/Drop Classes:**

01004786 John P. Panico

Add Classes Worksheet

CRN

[ Submit Changes ] [ Class Search ] [ Reset ]

[ View History ] [ Billing Fee Assessment ]

RELEASE: R.4
The current registration should now reflect that added course:

Add/Drop Classes:

Please use this page to add or drop classes. These actions will only update the selected term. If you have already registered for the term, these changes will appear in the Current Schedule section. Additional classes may be added in the Add Classes worksheet. To add a class, enter the Course Reference Number (CRN) in the Add Classes Worksheet. Classes may be dropped by using the options available in the Action field in the Current Schedule section. If no options are listed in the Action field, the class may not be dropped.

When adding or dropping classes, you must click the Submit Changes button at the bottom of this page. If you do not see the Submit Changes button in this window, you may need to scroll down. Failure to click the Submit Changes button will mean that your add(s) or drop(s) will not be successful.

If you are unsure of which classes to add, click the Class Search button to review the class schedule.

Current Schedule:

<table>
<thead>
<tr>
<th>CRN</th>
<th>Action</th>
<th>Credit</th>
<th>Sub</th>
<th>Title</th>
<th>Course Code</th>
<th>Grade Scope</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>10515</td>
<td>None</td>
<td>3.000</td>
<td>1106</td>
<td>204</td>
<td>Undergraduate</td>
<td>Standard</td>
<td>Intro To</td>
<td>0.000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Letter</td>
<td>Computer</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 16.000
Date: Jan 21, 2011 01:22 pm