

Faculty Self Service – Registration Overrides

Registrar Operations – Office of Registrar

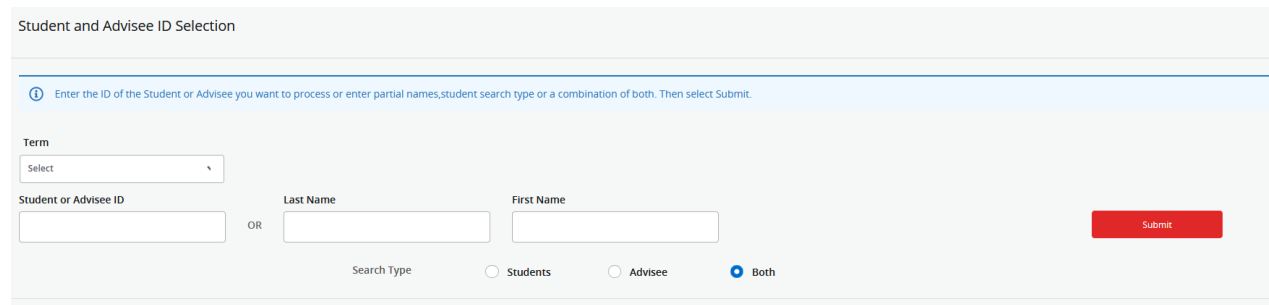
Overview

The Registration Overrides module in Faculty Self-Service allows the primary instructor for a course to issue a registration override for a specific student seeking to enroll in their class.

Accessing the Self-Service Page

Registration Overrides can be accessed in **CougarNet** by selecting:
Faculty and Advisors > Registration Overrides.

Student Search



The screenshot shows a web form titled "Student and Advisee ID Selection". At the top, a blue banner contains a help icon and the text: "Enter the ID of the Student or Advisee you want to process or enter partial names, student search type or a combination of both. Then select Submit." Below this, the form has several input fields: a "Term" dropdown menu with "Select" as the current value; a "Student or Advisee ID" text box; an "OR" label; a "Last Name" text box; and a "First Name" text box. At the bottom, there is a "Search Type" section with three radio buttons: "Students", "Advisee", and "Both". The "Both" option is selected. A red "Submit" button is located on the right side of the form.

You must select a term before you search for a student. Faculty members can only search for students who were enrolled in their classes during the selected semester. If you have already selected a term during your current CougarNet session, this box may not display.

You can search by 800 number or by name. The search will match partial names and case does not matter; searching for last name "Myer" will also return "Myers", "Altmyer," "Myer-Johnson", etc.

There are four options for "search type." Selecting "students" will return only individuals who were enrolled in your classes in the chosen term. "Advisee" will return only students who had you assigned as an advisor (not necessarily primary advisor) during the chosen term. "Both" allows you to search both groups at once. A fourth option, "all," is currently only available to advisors but will include individuals who were neither advisees nor students in the chosen semester.

Registration Overrides

Once a student is selected, the Registration Overrides module will give you a screen that looks like this:

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Registration Overrides

Override

Select

Course

Select

[+ Add Override](#)

Submit

[◀ Back to ID Selection](#)

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

⊘ No schedule available for selected term.

The information box at the bottom of the screen identifies the student you've selected to apply an override for.

The Override drop-down menu lists the types of overrides you can apply. Most commonly, you will be using the Instructor Permit.

The Course drop-down contains all courses for which you have the ability to apply overrides, listed by CRN. Only the primary instructor of a course can apply an override; if you are not the primary instructor you will not see the course listed here.

To apply multiple overrides for a given student at the same time, click the "Add Override" link to bring up another pair of drop-down menus. You can apply up to three overrides at the same time.

Once you click "submit", you will get a brief pop-up in the upper right corner of the screen saying "saved successfully." A new table will show up between the override menus and the information box.

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Current Student Overrides

Override	Course	Activity Date	Entered by
Instructor Permit	24582 - ENG	06/23/2025	MEGKENN

Results found: 1

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Your eID will be logged in Banner to show that you applied this registration override. The student will now be able to register for the course in CougarNet.

