
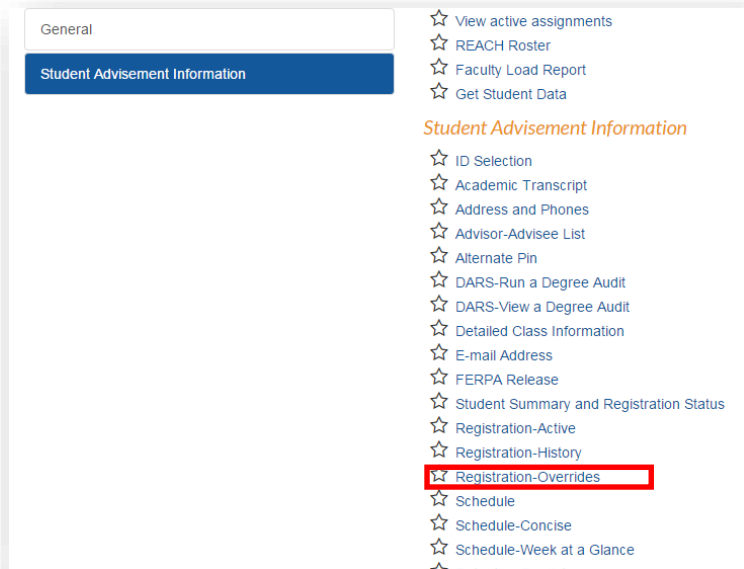


- 1) After logging into the My.hofstra.edu portal, click on the Hamburger icon  and select

Faculty Services

- 2) Click Student Advisement information and select Registration Overrides



A screenshot of the 'Student Advisement Information' menu. The menu is titled 'General' and 'Student Advisement Information'. It lists various options: View active assignments, REACH Roster, Faculty Load Report, Get Student Data, Student Advisement Information (highlighted in orange), ID Selection, Academic Transcript, Address and Phones, Advisor-Advisee List, Alternate Pin, DARS-Run a Degree Audit, DARS-View a Degree Audit, Detailed Class Information, E-mail Address, FERPA Release, Student Summary and Registration Status, Registration-Active, Registration-History, Registration-Overrides (highlighted with a red box), Schedule, Schedule-Concise, and Schedule-Week at a Glance.

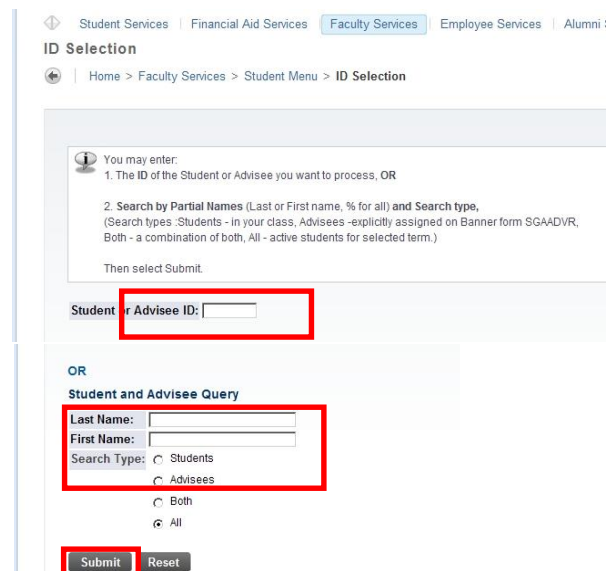
- 3) Select a term and click Submit.



A screenshot of the 'Select a Term' dropdown menu. The menu is titled 'Select a Term:' and lists several terms: Spring Semester 2011 (highlighted with a red box), Spring Semester 2011, January Session 2011, Medical School Fall 2010, Paralegal Fall 2010, Fall Semester 2010, Summer Session III 2010, Summer Session II 2010, and Summer Session I 2010. A 'Submit' button is visible below the dropdown. The text 'RELEASE: 8.1' is at the bottom.

- 4) Choose the student by entering their ID or Name and Click SUBMIT.

- 5) When the student's name appear click Submit to verify the information and open the Permits/Overrides page



A screenshot of the 'ID Selection' page. The page has a navigation bar with links: Student Services, Financial Aid Services, Faculty Services (highlighted), Employee Services, and Alumni. The main heading is 'ID Selection'. Below it, there is a breadcrumb trail: Home > Faculty Services > Student Menu > ID Selection. The page contains a section titled 'You may enter:' with two options: 1. The ID of the Student or Advisee you want to process, OR 2. Search by Partial Names (Last or First name, % for all) and Search type. (Search types: Students - in your class, Advisees - explicitly assigned on Banner form SGAADV, Both - a combination of both, All - active students for selected term.) Below this, there is a text input field for 'Student or Advisee ID:' (highlighted with a red box) and a 'Submit' button. Below the input field, there is a section titled 'OR Student and Advisee Query' with fields for 'Last Name:' and 'First Name:' (both highlighted with a red box), a 'Search Type:' dropdown menu with options: Students, Advisees, Both, and All, and a 'Submit' button (highlighted with a red box) and a 'Reset' button.

When performing an override, you must check conditions that would prevent a student from registering in the class. For example, if you are overriding CAPACITY, check that the student has met any PRE-REQUISITE registration restrictions.

Student Services | Financial Aid Services | **Faculty Services** | Employee Services | Alumni Services

Faculty Registration Permits/Overrides

Home > Faculty Services > Student Menu > Registration Overrides

Patricia M. Voll
Spring Semester 2011
Jul 12, 2011 03:00 pm
[PRINT](#)

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

Welcome to the Faculty Registration Permits/Overrides worksheet.

Registration Overrides

Override	Course
Capacity	None
None	None
None	None

[Submit](#)

6) Use the drop down arrows to select both the Override type(s) and a Course section.
Click SUBMIT.

Important: CLOSED and WAITLIST overrides are SECTION and semester specific. Choose the specific section to which you wish to apply the

override.

PRE-REQUISITE, DEGREE, COLLEGE, CLASS and MAJOR overrides are COURSE and semester specific. Choose any section of a Course to apply a registration type for any section of that course.

Current Student Schedule

NOTE: You are responsible to formally notify the University of any plans to drop or withdraw from courses and you will be held responsible for all billings regardless of class attendance.

If instructor's name is highlighted, click for Office hours.

Total Credit Hours: 15.000

(BH)HUMAN EVOL IN ANTH PRSPCTV - ANTH 001 - 02

Associated Term: Spring Semester 2011
CRN: 24617
Status: **Registered** on Jan 24, 2011
Assigned Instructor: Cheryl B. Mwaria

NOTE: The student's schedule appears at the bottom of the page.

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	11:10 am - 12:35 pm	TR	ROOSEVELT HALL 0015	Jan 26, 2011 - May 01, 2011	Lecture	Josefa Pace (P)

[Return to Previous](#)

ID Selection ■ **Student Schedule** ■ Student Information ■ Student Address and Phones

Student Services | Financial Aid Services | **Faculty Services** | Employee Services

Faculty Registration Overrides Confirmation

Home > Faculty Registration Overrides Confirmation

Patricia M. Voll
Fall Semester 2011
Jul 12, 2011 03:42 pm
[PRINT](#)

Below are the override requests you entered. Please confirm by clicking Submit.

Registration Overrides

Override	CRN	Course	Number	Section	Student	Activity Date
Capacity	90674	ITAL	002	01	Patricia M. Voll	Jul 12, 2011

[Submit](#)

7) Check the information and click SUBMIT.

An Override Confirmation message will be displayed.

Faculty Registration Permits/Overrides

Home > Faculty Services > Student Menu > **Registration Overrides**

Patricia M. Voll
Spring Semester 2011
Jul 12, 2011 03:00 pm
[PRINT](#)

Information for Gabrielle J. Vazquez

Welcome to the Faculty Registration Permits/Overrides Worksheet.

Note: When you are entering a Capacity override, you must pick the exact section that you are trying to override. When you are entering a Pre-Requisite override, you can pick any section of the course because Banner will ignore the section number.

Note: Overrides will only allow students to register online during normal Registration Periods. Click [here](#) for Registration end dates.

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.

Registration Overrides

Override	Course
None	None
None	None
None	None

[Submit](#)

As this process is student specific, you will see **all** currently active overrides processed for this student.

A WARNING MESSAGE WILL APPEAR TO INDICATE THAT YOU HAVE or HAVE NOT ENTERED ALL PERMIT TYPES NECESSARY FOR THE STUDENT TO REGISTER FOR THIS CLASS.

Current Student Overrides

Override **Course** **Activity Date Entered by**

Pre-Requisite - ACCT 309 Sep 01, 2009 HDPMPV

Current Student Schedule

NOTE: You are responsible to formally notify the University of any plans to drop or withdraw from courses and you will be held responsible for all billings regardless of class attendance.

If instructors name is highlighted, click for Office hours.

Total Credit Hours: 15.000

(BH)HUMAN EVOL IN ANTH PRSPCTV - ANTH 001 - 02

Associated Term: Spring Semester 2011

CRN: 24617

Status: **Registered** on Jan 24, 2011

Assigned Instructor: Cheryl B. Mwaria

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	11:10 am - 12:35 pm	TR	ROOSEVELT HALL 0015	Jan 26, 2011 - May 01, 2011	Lecture	Josefa Pace (P)

[Return to Previous](#)

[ID Selection](#) ■ [Student Schedule](#) ■ [Student Information](#) ■ [Student Address and Phones](#)

BE SURE TO CHECK ALL CONDITIONS BEFORE ENDING THE OVERRIDE PROCESS.

8) To choose another option, follow the breadcrumbs at the top or choose an option at the bottom

Home > Faculty Services > **Faculty Detail Schedule**

[Term Selection](#) ■ [CRN Selection](#) ■ [Full Class Roster](#) ■ [Final Grades](#) ■ [Brief Class Roster](#)



To return to the faculty menu, click the Hamburger Icon and

Faculty Services

click

