PERMITS/OVERRIDE INSTRUCTIONS FOR FACULTY

DEFINITION

The NOW Override function provides the faculty member with the ability to grant a student permission to register in a class even if they have a registration error. Overrides can only be issued by the faculty member teaching the course.

Permit/Override	Definition	Notes
Capacity	Permits a student to register for a course despite the course already being at capacity (or full).	This option is only available after the last day for students to be waitlisted.
Corequisite	Permits a student to register for a course without registering for the required corequisite	
Major	If the course has a major restriction, this override permits the student to register even if they have a different declared major.	
Prerequisite	Permits a student to register for a course even if they have not successfully completed the required prerequisite	This does not release the student from having to complete the prerequisite course in order to receive his/her degree.
Special Approval	Permits a student to register for courses that require special permission	Example: an online mathematics course with a required orientation
Time Conflicts	Permits a student to register even with a time conflict with another course	

INSTRUCTIONS

1. To issue an override for a student, click on **Faculty & Advisor Services**.
2. Select **Student Information Menu and Student Test Scores**
3. Click on **ID Selection**. **Select a Term** if prompted. Enter the student's Northern ID# or search by the student's name.
4. After selecting the appropriate student, click on **Registration Overrides.**
5. Select the **Override** to be issued for the student. Then select the **CRN** of the course for which to issue the override. Click **Submit.**
6. *The overrides requested are listed. Confirm that these are the correct overrides. If so, click **Submit**.* More than one override per student per course can be issued.

   NOTE: Removing an override must be done in Administrative BANNER (SFASRPO). Please contact the Division Secretary (Terri Klepak 304-214-8833 or Carol Pegg 304-214-8834) to have an override removed from a student's account.