

# Faculty Self Service Registration Override

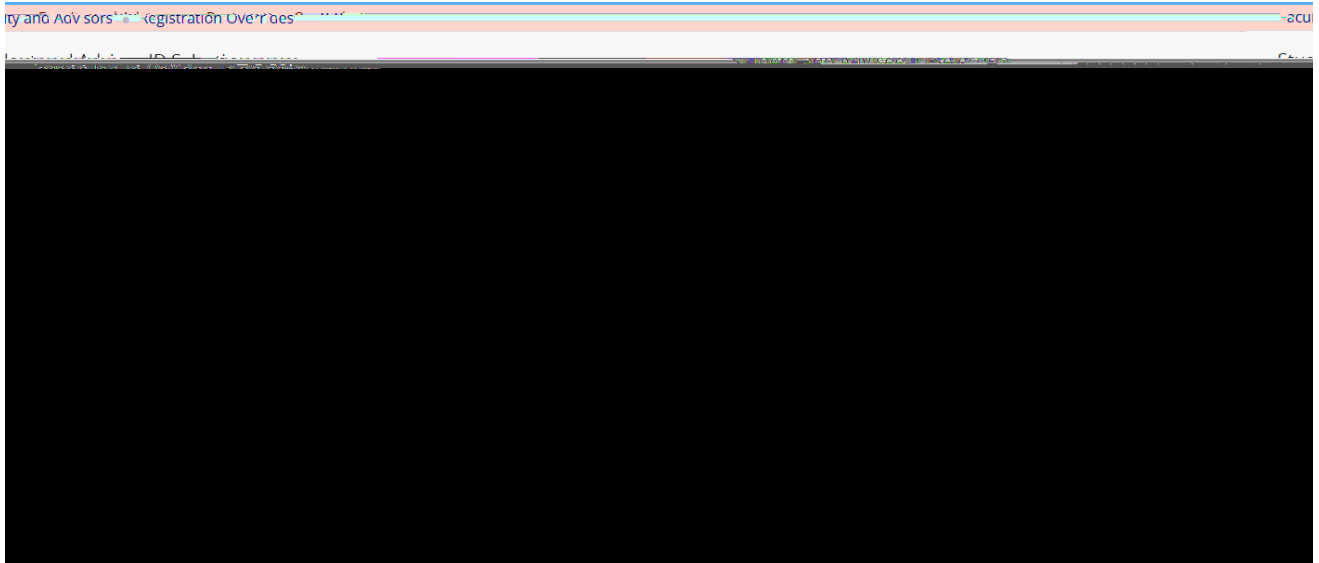
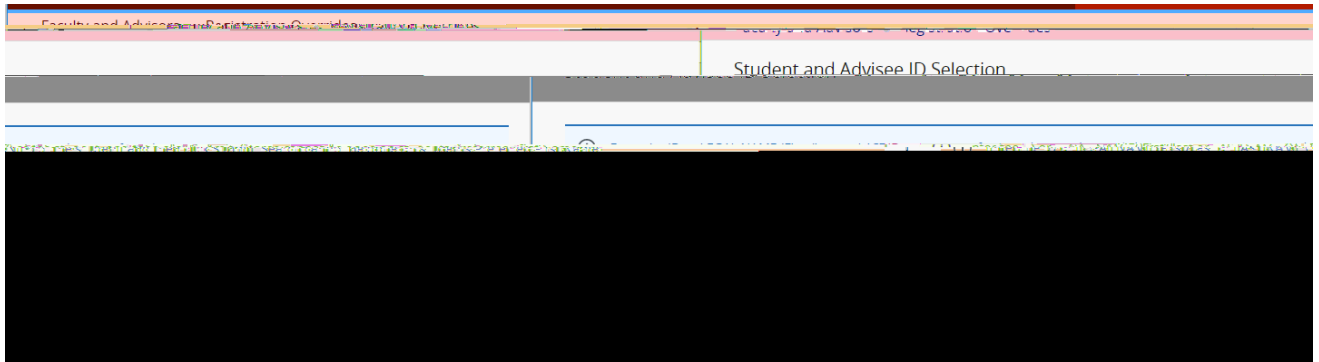
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A registration override is like your signature on a drop/add form. It is a permission entry that an instructor places on a student record **DO NOT REGISTER THE STUDENT** in the class, but gives the student permission to register. The student must still register for the class online.

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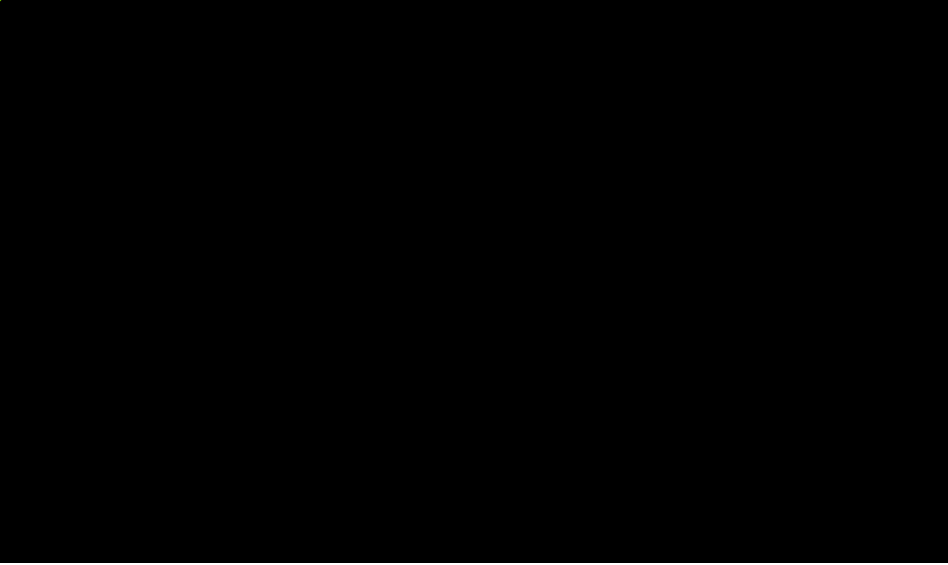
## Steps

1. Student contacts you (the instructor) via email or in person, to request an override.  
Click **Submit**. Search cannot be done on student name.
7. The student's name will display on the bottom



8. The

13. To select another student, click [Back to IDSelection](#)



14. Contact the student to let them know that they can add the course.