Paperless Registration

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Today we will cover:

How faculty enter overrides

How students register

Faculty Override Entry:

What is an override?

- It tells the system to ignore a restriction that is preventing a particular student from registering
- E.g. the student does not meet a required prerequisite, but they have a sufficiently equivalent course.

Who can enter an override?

- Any instructor assigned to the course.
- Chairs and APAs will have training and access to provide support if needed.

Faculty Override Entry:

Where do I enter an override?

- Wolf Web via the Faculty Menu.
- Chairs and APAs will use Banner.

What can I override & when?

- When registration begins faculty can override: instructor approval, class (e.g. seniors only), major (e.g. history majors only), time conflicts, and prerequisites.
- After waitlisting concludes faculty can override capacity to allow a student into a closed class.
- 2nd week of the term all courses will require instructor approval (doesn't apply to Summer).

Faculty Override Entry:

What override should I use?

- Determine what error the student is encountering

- Enter the override that will address that issue

- If the student has multiple issues you can use one of the "ALL" overrides:

  ○ ALL NO Capacity -during and after WL can be used to override everything except capacity and instructor approval

  ○ ALL WITH Capacity - after WL can be used to override everything except instructor approval

Faculty Override Entry:

Why does wait-listing impact override capability?

- A capacity override during wait-listing will break the wait-list for students.

- WL will end Monday of the 1st week, and capacity overrides begin on Wednesday.

- In Summer all WL will end Wednesday of the 1st week & capacity overrides begin on Friday.

Faculty Override Entry:

What about lectures with required labs?

- Restrictions are on the lecture so anything except capacity is entered there.

What about corequisites and duplicates?

- See your chair or APA.

When does this begin?

- Summer 2020 registration - April 6th.
- **CHANGED TO SPRING 2020 REGISTRATION - START DATE CHANGED TO MONDAY, MARCH 16TH.**
- We will redirect students with add/drop forms.

Faculty Override Entry:

How do I enter an override?

- From the Faculty Menu in Wolf Web
- Select Registration Overrides
- Select the term if necessary
- Enter the student V# or name & confirm
- Select the appropriate override and course
- Submit and confirm your selection

The student must register for the course in Wolf Web

Faculty Override Entry:

Student Registration:

- It is critical that the student knows that he/she needs to register for the course in Wolf Web.

- An override does **not** register a student in a course.

- If a student doesn't get enrolled during the WL they may request a capacity override after WL'ing ends.

- Don't forget it a student doesn't attend the first two class sessions you can complete the no-show-drop request in the Portal.

Student Registration:

- Students can view overrides they have received using the Registration Time & Status link in their Registration menu.

Check Your Registration Status:

ⓘ Displayed below are various items which may affect your registration. Your Time Ticket, Holds, A

NOTE: Once you have registered for any class(es), you are responsible for payment of the assoc fees. Summer has a different schedule, please refer to the Summer Session webpage for informa

✔ You have no Registration Time Ticket. You may register at any time.

✔ You have no Holds which prevent registration.
✔ Your Academic Standing is Good Academic Standing which permits registration.
✔ Your Student Status permits registration.
 Your Class for registration purposes is Post-Baccalaureate/Non-Graduat.

Registration Permits and Overrides

Permit/Override	CRN	Subject	Course	
Faculty: All NO Capacity	20378	BI	102L	LAB: GENERAL BIOLOGY
Faculty: Prerequisite	20611	MTH	243	INTRO PROBABILITY & STATISTICS

Student Registration:

- Students with a capacity override will need to type the CRN of the course in the boxes on the Register for Classes screen in Wolf Web.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on Nov 20, 2019	None ▾	20328	BA	213	002	Undergraduate	4.000	A to F Grading	MANAGERIAL ACCOUNTING
Web Reg on Jan 23, 2020	None ▾	20611	MTH	243	001	Undergraduate	4.000	A to F Grading	INTRO PROBABILITY & STATISTICS

Total Credit Hours: 8.000
Minimum Hours: 0.000
Maximum Hours: 20.000
Date: Feb 13, 2020 05:11 pm

Add Classes Worksheet

CRNs

[ ] [ ] [ ] [ ] [ ] [ ] [ ]

[Submit Changes] [Class Search] [Reset]

Miscellaneous:

- How will students audit a course?
  - A: We have created a separate audit form.
- How will students change grading mode?
  - A: We have created a separate form.
- Note: auditing and grade mode changes are relatively rare.
- Can students with a registration hold add a class?
  - A: They cannot; must resolve & register by Friday week 2 or not attend/participate.
- How can a student with a hold drop/withdraw?
  - A: Registrars with picture ID or email from wou email account.
  - Advise students to act quickly to meet registration & refund deadlines.

Resources:

- Student information page:
  - https://wou.edu/registrar/paperless-registration-students/
- Faculty information page:
  - https://wou.edu/registrar/faculty-registration-overrides/
- Contact the Office of the Registrar:
  - Email: registrar@mail.wou.edu
  - Call: 503-838-8327

Questions?