

## Topic: Entering Registration Overrides

### What is an override and how do they occur?

KnightLine automatically checks a student's registration request while adding/dropping courses against a number of parameters set up within each course. For example, when a student tries to add a course the system asks are there still seats available, does the student have the right major, has the student already signed up for a course at the same time, etc. A student who doesn't meet a registration requirement receives an error message and the course can not be added.

Registration Overrides provide a means for faculty to give approval to students to enter their class when they don't meet a requirement.

### Types of Registration Overrides

There are a number of overrides you can enter into the system for a student:

- **Time Conflict**
- **Closed Course**
- **Instructor Permission**
- **Double Major**
- **Prerequisite Overrides**

### Example - A Closed Course

Once a class closes, if you choose to allow a student into your section, you must enter a "Closed Course" override into *KnightLine*. Students should give you their ID Number 000XXXXXX to speed processing. Once you enter an override, the student can then proceed to enter *KnightLine* and add the course without receiving a registration error.

Only the Closed Course override will get a student into a full course. Instructor Permission overrides are for courses designated in the registration system as instructor permission only courses. **Also, some students could need multiple overrides (i.e. Closed Course, Time Conflict) in order to enter a course.**

### How to Enter Overrides:

- Enter *KnightLine* - Go to Faculty Services / Registration Overrides
- then select the term, input the student ID No.,
- enter the Course CRN and then
- select the appropriate override(s) from the drop down menu.

Note: Once you enter an override it is up to the student to then enter *KnightLine* later and register for the course. **Entering an override DOES NOT register the student.**