

Registration Overrides

I. LOG INTO THE FACULTY STAFF PORTAL

- Go to www.weber.edu
- **CLICK** faculty & staff
- Enter your Groupwise Username in the designated field
- Enter your Groupwise password in designated field
- **CLICK** the Enter button

II. GETTING INTO LYNX / BANNER

- **CLICK** Lynx Self-Service in the purple bar
 - if you do not have Lynx Self-Service in the purple bar
 - **CLICK** Preferences
 - **CLICK** the Quick Links tab
 - **SCROLL** until you see the link and selection box for Lynx self service
 - **CLICK** the box corresponding to Lynx self service
 - **SCROLL** to the bottom of the form
 - **CLICK** the Submit button
- **CLICK** Faculty & Advisors

III. REGISTRATION OVERRIDES

- **CLICK** Student Menu
- **CLICK** Registration Overrides
- Enter the student W#, -OR- Enter the student's name
- **CLICK** the Submit button
 - If you performed a name search and there is more than one student matching your parameters you will now need to select the correct student from the ID Selection drop down field.
 - **CLICK** the Submit button
- **CLICK** the Override drop-down menu
- Select the type of override you wish to perform
- **CLICK** the course drop-down menu
- Select the course you wish to allow the student to register for.
(the override type and the course must be listed on the same line)
 - To enter overrides for another student scroll to the bottom of the form
 - **CLICK** ID Selection
 - Enter the student's W#
 - Repeat process

Override Type	Description
	Use this override if:
Capacity	The course is closed due to the limit on the number of seats available.
Classification:	The student's College or University Tier classification is not correct for participation in this course.
Co-requisite:	You wish to allow the student to register for this course without registering for the assigned co-requisite course.
Degree Restriction:	You wish to allow the student to register for a course that is limited or restricted to students with a specific degree type.
Duplicate:	You wish to allow the student to register for the same course twice during the same semester.
Links:	You wish to allow the student to register for part of a linked course but not both portions.
Pre-requisite:	You wish to allow the student to register for this course even though they have not successfully completed the pre-requisite course, or met the minimum placement testing standards..
Program Restriction:	You wish to all the student to register for a course that has specific program of study restrictions.
Special Approval:	You wish to allow this student to register for a course that requires special approval to participate.
Time Conflict:	You wish to allow the student to register for two courses during the same time block.