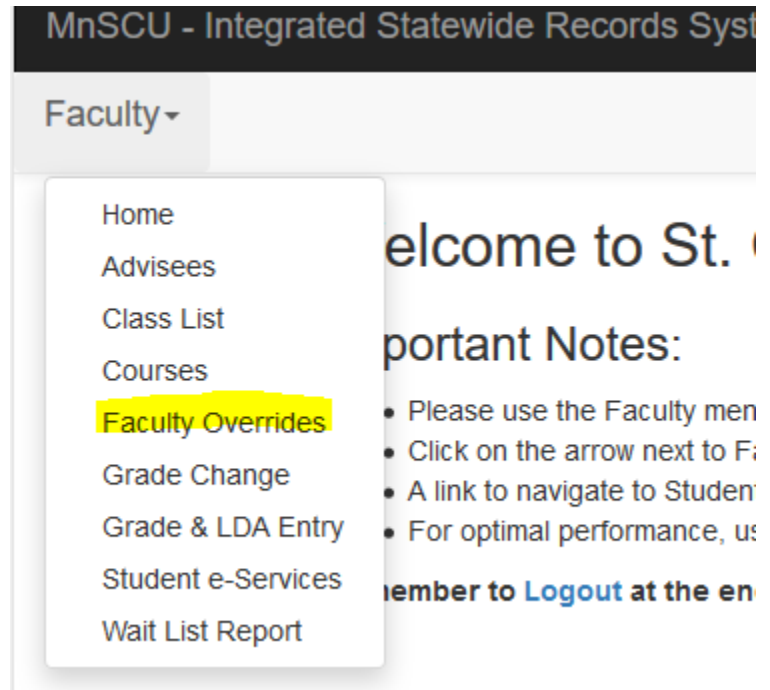# SCTCC Faculty Guide to Overrides:

1.) Go to your Minnesota State Employee Home and click on the Faculty tab:

Faculty - Student Advisees, Class Lists, Grading and LDA, Grade Changes, Overrides

2.) Select Faculty Overrides from drop down menu:

MnSCU - Integrated Statewide Records Syst

Faculty ▾

- Home
- Advisees
- Class List
- Courses
- Faculty Overrides
- Grade Change
- Grade & LDA Entry
- Student e-Services
- Wait List Report

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portant Notes:

- Please use the Faculty men
- Click on the arrow next to Fa
- A link to navigate to Studen
- For optimal performance, us

ember to Logout at the en

3.) Enter the student's ID number, correct year/term,
the edit code(see options on next page), and course ID:

Faculty Override

✱ Student ID	
✱ Year/Term	Fall 2018
✱ Edit Code	000068 Prerequisite/Test Score options
Parm	
✱ Course ID	Select Course ID...

☐ Override Date Range
Note: If Begin Date and End Date are not entered, override is effective from now until the end of t

[Process]

4.) Enter a date range for the override if desired.
5.) Once the override is successfully submitted the student should then be able to register for the course THEMSELVES using eservices. Remind the student they must complete the registration.

Faculty Override Options in eServices:

Faculty have the following overrides to choose from:

*Edit Code	000068 Prerequisite/Test Score options

Select Edit Code...
000003 This is not a valid course add date
000012 Course requires special permission
000019 Only defined majors may register for this course
000030 Cohort Code required for this course
000068 Prerequisite/Test Score options

Not sure which to use? See page 3 (000003 is the one for late add)

Options that faculty would need to use a Course Add Form ("Pink Slip") or e-mail are:

-Course overload – used for adding an additional student to an already full course

-Section Switch – student wishing to change sections of the same course

Both the faculty and the student must sign the pink slip. See next sections for directions for overrides via email.

Overrides via E-mail:

Sometimes it is not possible to complete an override using the pink slip that requires physical signatures. In that case the following option is available.

Student:

- Sends message to faculty using their SCTCC e-mail
- E-mail is asking for permission to get into the course (perhaps with explanation and evidence why they should be allowed into the course) and the following:
    - Name
    - Tech ID
    - COURSE SUBJECT, NUMBER, SECTION, AND ID

Faculty:

- If faculty wishes to give the override, then they forward the student's message to registration@sctcc.edu writing that they approved the override.

Registration:

- Records and Registration staff will manually register the student for the class.

Overrides can become complicated very quickly, the more detailed you can be the better. We review your approvals very literally so please be specific and if signing a pink slip, write your name. We want to honor your approvals and at times have to question overrides if we are unclear. *For example, if you override for a Late Add, but the course is also full, we will NOT assume you also are approving the overload unless you specify that also.*

Questions? Contact us in Records and Registration at registration@sctcc.edu or 320-308-5075

Bretta A. Edwards, Registrar 320-308-1595 bedwards@sctcc.edu BAE updated 06/09/2020

Waitlists and Override Options – more details:

The eServices waitlist system for students wishing to get into a full course remains active until the night before the start of the semester (typically Sunday at 11:59 pm). As long as the waitlist is active, faculty are unable to approve overloads of students into their full courses. We must honor the waitlist as long as it's active.

When the term begins, you have the ability to decide to overload a maximum of 2 students (per MSCF contract) per course. Because on the first day the waitlist is no longer operational, you also have the decision making ability to honor the waitlist order or you may approve overload requests from students in the order they contact you. The choice is yours.

Overloads into a full course, and section switches/course exchanges are the only two overrides faculty must contact Records and Registration for to process. **All other overrides** faculty can do themselves using the Minnesota State Employee Home Faculty tab. Follow step-by-step directions above.

Faculty Registration Override Quick Guide- what can faculty override?

Override Code	Description	What is this for?	Notes:
000068	Prerequisite/Test Score options	Pre-req/Test score not met	Be mindful of your courses' requirements and if questioning a student's information, feel free to contact Records
000003	This is not a valid course add date	Late add	Recommend students to consult with financial services when late-adding classes to understand financial implications
000019	Only defined majors may register for this course	Major restricted courses	
000012	Course requires special permission	Meant for courses that require Instructor permission	This is different than the pre-req/test score, many think this is a blanket override, but very few courses are set up with special permission
000030	Cohort Code required for this course	Cohort restricted courses (not applicable for most courses)	

Not on this list are Overloads into a full course or Section Switches/Course Exchange. Those must be processed by Records and Registration using the old school pink slips or via email – see page 2.