Late Registration Approval Process
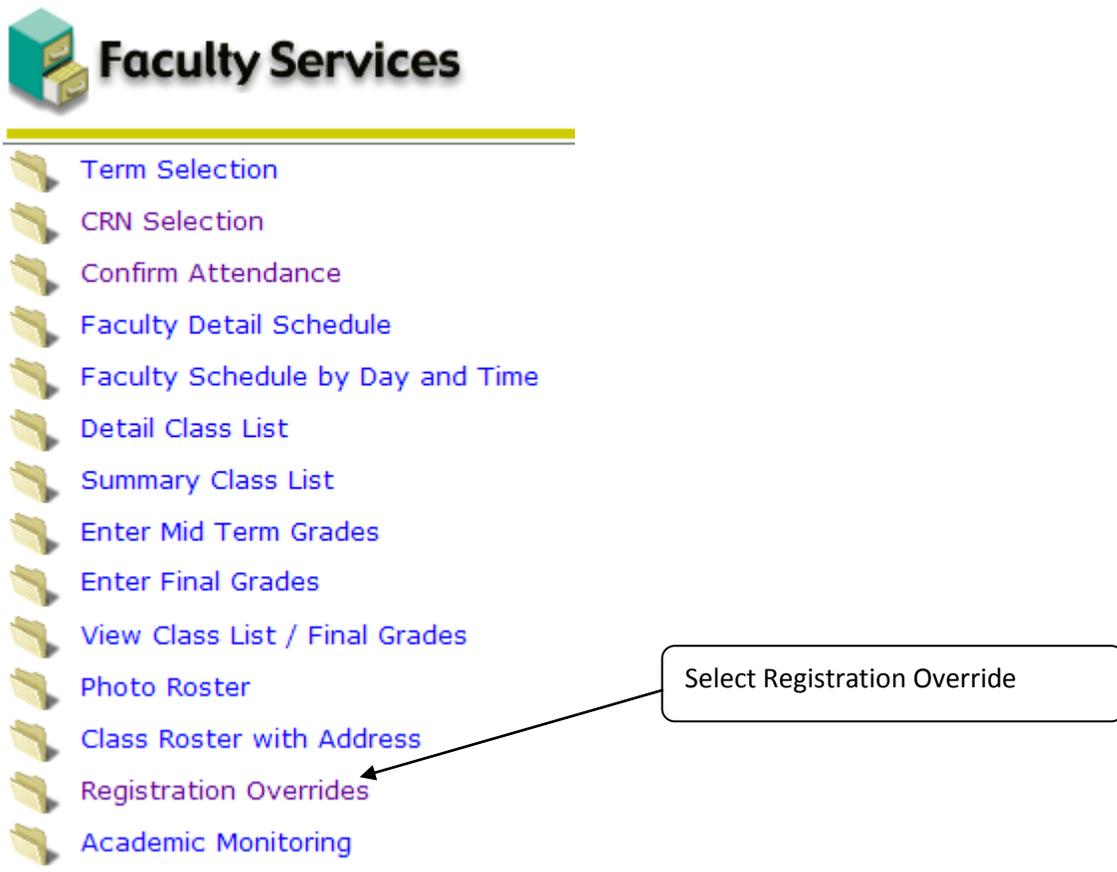
Procedure for faculty to authorize a student to enroll in a class that starts 'today' or has already started:

Step One, in HACCWeb:

Faculty Services

- Term Selection
- CRN Selection
- Confirm Attendance
- Faculty Detail Schedule
- Faculty Schedule by Day and Time
- Detail Class List
- Summary Class List
- Enter Mid Term Grades
- Enter Final Grades
- View Class List / Final Grades
- Photo Roster
- Class Roster with Address
- Registration Overrides
- Academic Monitoring

Select Registration Override

Step Two, Select the Term

Select the Term for processing then press the Submit button.

Select a Term: Spring 2012

Submit

Step Three, Enter the Student's ID or Name:

ℹ Enter the ID **OR** first and last name of the Student/Advisee you want to process. Remember to enter a capital H for the HACCid of Hxxxxxxxx.

Enter the search type, then press the Submit button.

Student or Advisee ID: [_____]

OR

Student and Advisee Query
Last Name: [_____]
First Name: [_____]
Search Type: ○ **Students**
⠀⠀⠀⠀⠀⠀⠀⠀⠀○ **Advisees**
⠀⠀⠀⠀⠀⠀⠀⠀⠀○ **Both**
⠀⠀⠀⠀⠀⠀⠀⠀⠀⦿ **All**

[Submit] [Reset]

Step Four, Select the type of Override and the Class needing the Override

Information for Tara ▮▮▮▮▮▮
ℹ Welcome to the Faculty Registration Permits/Overrides Worksheet.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

Registration Overrides

Override	Course
Signature Required ▼	31136 - ENGL 101 002 ▼
None ▼	None ▼
None ▼	None ▼

[Submit]

Second, select the appropriate class from the drop down list and SUBMIT

First, select the Signature Required option from the drop down list

NOTE: Other overrides may be necessary depending on the situation. See the next page for an explanation of other available overrides.

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You <u>may</u> also need to enter additional overrides to allow the student to register for the class that has already begun. Additional overrides are listed below:

Prerequisite Override (PREREQ): Allows a student to enroll in your class without the required prerequisite.

Class Limit Override (LIMIT): Overrides the enrollment limit on your class. (Used for full classes.)

Major Restriction Override (MAJOR): Allows a student with a major other than the required major to enroll in your class. This override is rarely used. The student's major should be corrected instead of entering the override.

Time Conflict Override (TIME): Allows you to waive a time conflict for a student for your class.

After submitting the override in Step Four, this page will display:

Below are the override requests you entered. Please confirm by clicking the Submit button.

Registration Overrides

Override	CRN	Course	Number	Section	Student	Activity Date
Signature Required	31136	ENGL	101	002	Tara ▮	Jan 03, 2012

Submit

Step Five: Inform the student that they MUST log into HACCWeb and register for the class.

- The student has your electronic approval to register for the class. But the approval does NOT actually register them into your class.

- You must inform the student to register the class through HACCWeb <u>immediately</u>. Unless the student is dropping and adding classes with the same number of credits, the student should be prepared to pay for any additional credits.

- After the student has successfully registered for the class you will see their name on your HACCWeb roster. If you do not see their name on the roster, they should not be permitted to attend class.

- If the student does not register through HACCWeb by the end of the 100% refund period and you still are approving the student to be enrolled in your class, it will be necessary for you to complete a DAW form to add the student. Submit the form to your campus Welcome Center for processing.

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