OVERVIEW PROCEDURES AND EXPLANATION TO STUDENTS

overrides (MyNMSU) vs. Paperwork (Registration Slips)
- When dealing with capacity overrides, the instructor-issued override through MyNMSU is the preferred method. This method obliges the student to self-register to complete the process, ensuring the student has participated in the “click-through” registration system, formally acknowledging the terms and responsibilities of enrollment. It also assists in our college’s ongoing struggle to wean students from a troubling addiction to registration slips (and a correlated resistance to using the wide range of self-service tools available to them). The continued support of instructors in implementing this is absolutely invaluable and greatly appreciated.

Instructor-Issued Overrides
- Two different overrides are available through faculty-side MyNMSU: overrides for consent and for capacity.
- The Consent of Instructor override available through faculty-side MyNMSU is essentially meaningless. It does not permit registration in a closed section. It has no impact on pre-req or program restrictions. The only circumstance in which this override has any meaning whatsoever is when dealing with a course which explicitly requires instructor consent – a fairly rare occurrence in our college.
- The Closed Section override will permit students to self-register if the only impediment is a closed section. Pre-requisite errors and program restrictions (such as those placed on most section M70 business classes, MBA cohort classes, and PGM classes) are not alleviated by this override.
- A closed section override often confuses students, because the class will still appear as “closed” through the class search and not provide the student with a checkbox to click. The student needs to enter the 5 digit course reference number (CRN) into the main “add or drop classes” page in MyNMSU, rather than through the class search.
- If you are unfamiliar with the instructor override feature of MyNMSU, despair not; I am preparing a visual guide to the process, and will make it available to faculty before end-of-business Thursday.

Registration Slips
- Closed Sections: A student wishing to be overridden into a section which is already at capacity can do so with a simple signature from the instructor on a registration slip. (As mentioned, though, the preferred method is for the instructor to provide a capacity override through MyNMSU.)
- Pre-Requisites: A student wishing to be allowed into a course for which pre-requisites have not been completed can do so with instructor consent and a registration slip, however the instructor must indicate approval for pre-requisite flexibility on the slip; this should be in the form of (for example) “OK FOR CONCURRENT STAT 251” if the pre-req will be taken the same term, or “OK FOR MISSING STAT 251” if the pre-req will be taken later.

Special Studies (undergraduate only): Students enrolling in special studies classes (directed readings, independent study, research, untitled special topics, internships) will need instructor and department head consent on both a registration slip and a special studies permit. Special studies permits can be picked up in the Advising Center or your department.