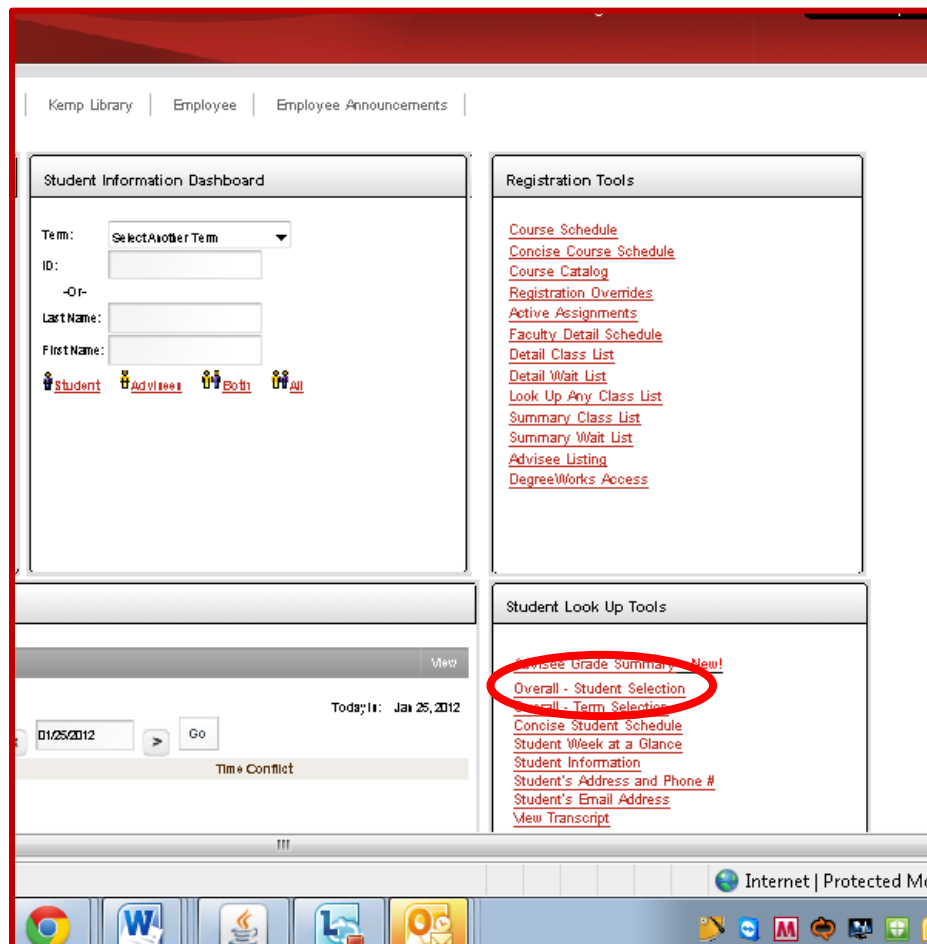


## EAST STROUDSBURG UNIVERSITY CAMPUS COMMUNICATION

### Registration Override (AKA To Add A Student To Your Course)

With the possible exception of Department Chairs and Program Coordinators, you are not able to actually add a student to your class, but instead must give the student a Registration Override that allows them to add the course themselves.

1) To begin the process, you need to select the student to whom you wish to assign the override. Do this on the myESU Faculty Resources page by clicking on “Overall – Student Selection” under “Student Look Up Tools”.



2) The following screen should open up. **Enter either the student i.d. if you happen to know it, or the requested name information, and click Submit.**

Student and Advisee ID Selection

You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID:

OR

**Student and Advisee Query**

Last Name:

First Name:

Search Type: ☐ Students  
☐ Advisees  
☐ Both  
☒ All

RELEASE: 8.2.1

3) The next screen (see below) allows you to choose the student from a list of students fitting the criteria you entered into the above query (sometimes just a single student, or if there are multiple students with similar names, you may need to choose the correct one). **Choose the correct student from the list and click on submit.**

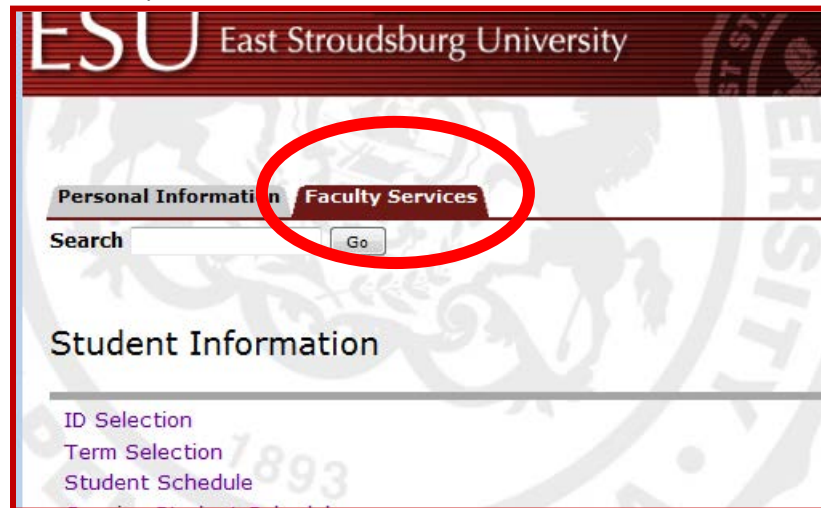
Student and Advisee ID Selection

Select the Student or Advisee that you wish to process and choose Submit Name.

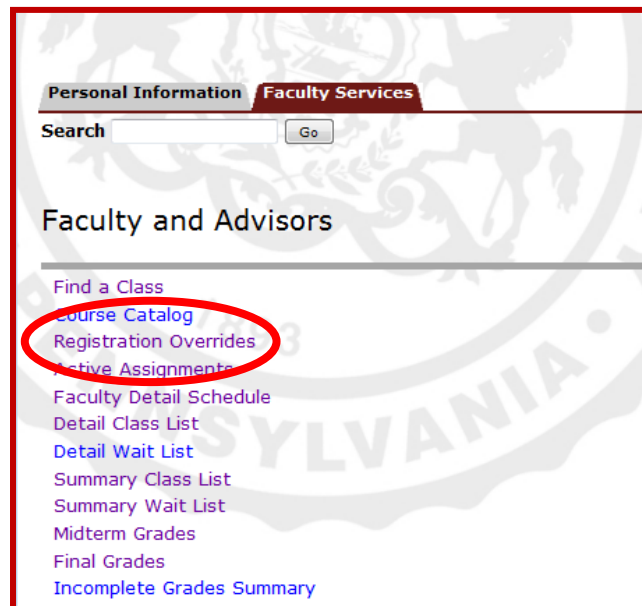
Student or Advisee:

RELEASE: 8.2.1

4) The following screen should now appear. **Click on “Faculty Services”** (located above the Student Information menu).



5) Clicking on Faculty Services should bring you to the “Faculty and Advisors” menu as seen below. **Click on “Registration Overrides”** in this menu.



6) The registration override screen should open up, and display the name of the student you just selected. At that point you can **choose the type of override you wish to assign (in this case, it will be “Permission to Add”) and the course for which the override will apply.** (Both choices should be available on drop down lists under “Override” and “Course”.)

Registration Overrides

Information for

**Registration Overrides**

Override	Course
None	None
None	None
None	None

Submit

**Current Student Overrides**

Override	Course	Activity Date Entered by
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7) If you want to assign an override to another student, scroll to the bottom of the Registration Overrides page and **click on ID Selection**. This should bring you back to step 2, where you can choose another student.

Class 4:00 pm - 6:45 pm T Stroud Hall 402 Aug 29, 2011 - Dec 17, 2011 Skills Alexandria A.

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RELEASE: 8.1

8) **REMEMBER** THAT THIS PROCESS DOES NOT ACTUALLY ADD THE STUDENT TO THE CLASS. ONCE YOU HAVE ASSIGNED AN OVERRIDE, THE STUDENT MUST LOG IN TO myESU AND REGISTER FOR THE COURSE.