

Registration Override Instructions

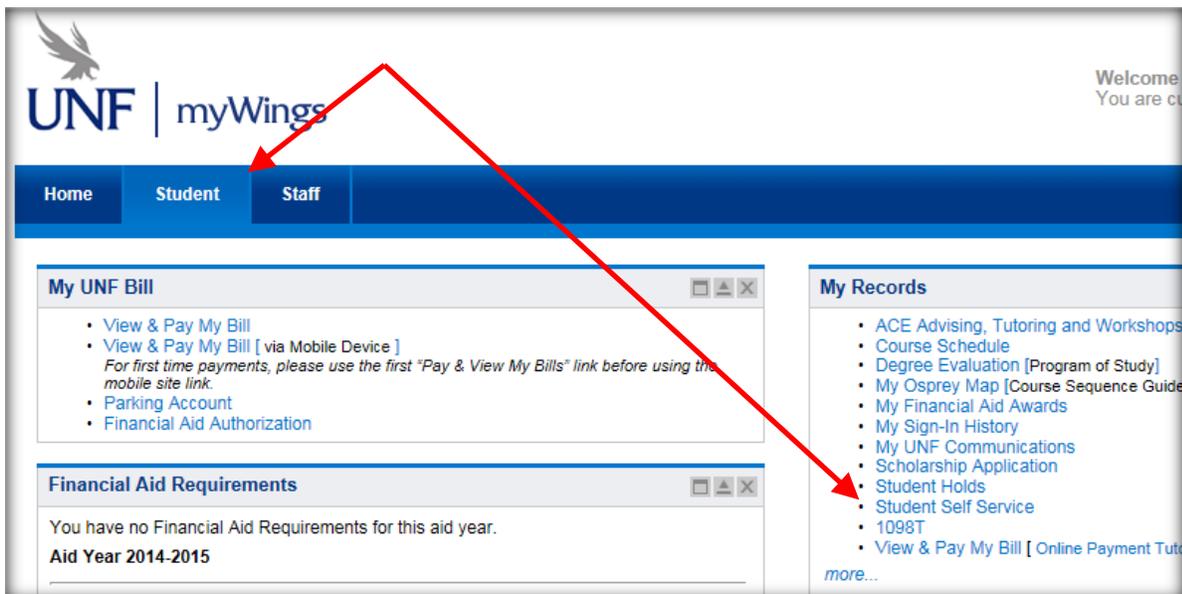
- 1) Log Into your [myWings](#) account



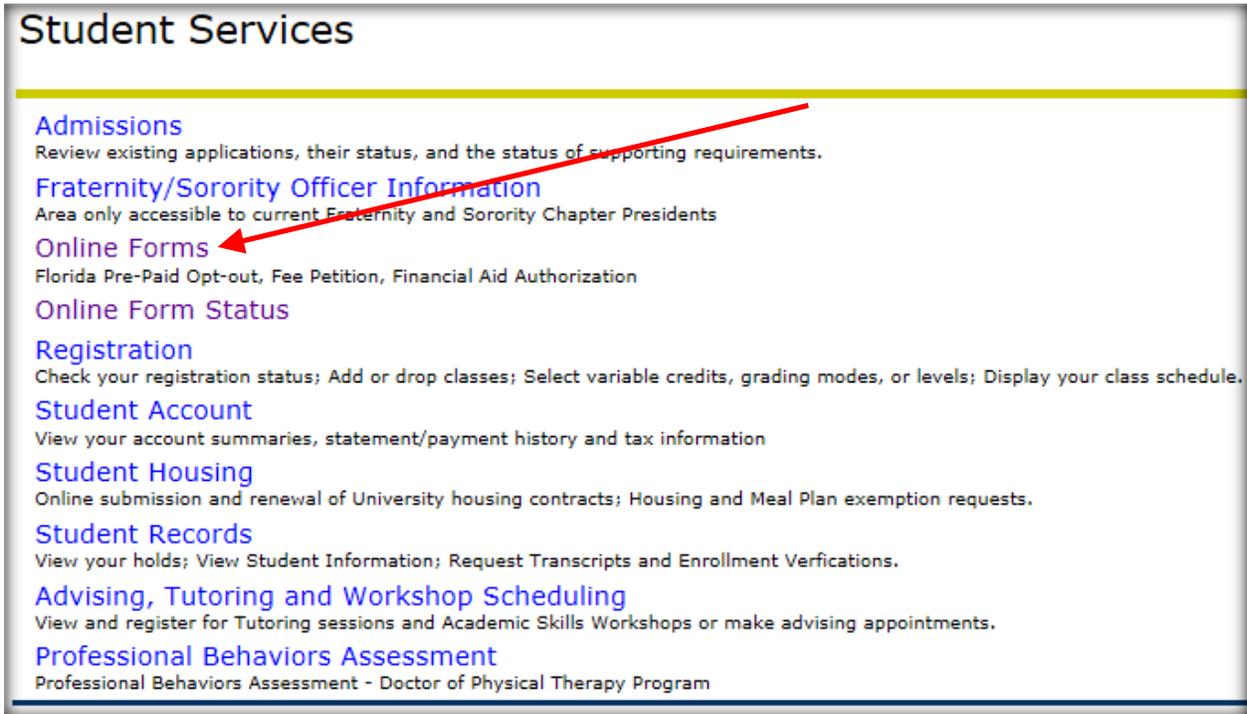
- 2) Click on the Student tab at the top



- 3) Select the "Student Self Service" link in the "My Records".



4) Select "Online Forms"



Student Services

[Admissions](#)
Review existing applications, their status, and the status of supporting requirements.

[Fraternity/Sorority Officer Information](#)
Area only accessible to current Fraternity and Sorority Chapter Presidents

[Online Forms](#) ←
Florida Pre-Paid Opt-out, Fee Petition, Financial Aid Authorization

[Online Form Status](#)

[Registration](#)
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.

[Student Account](#)
View your account summaries, statement/payment history and tax information

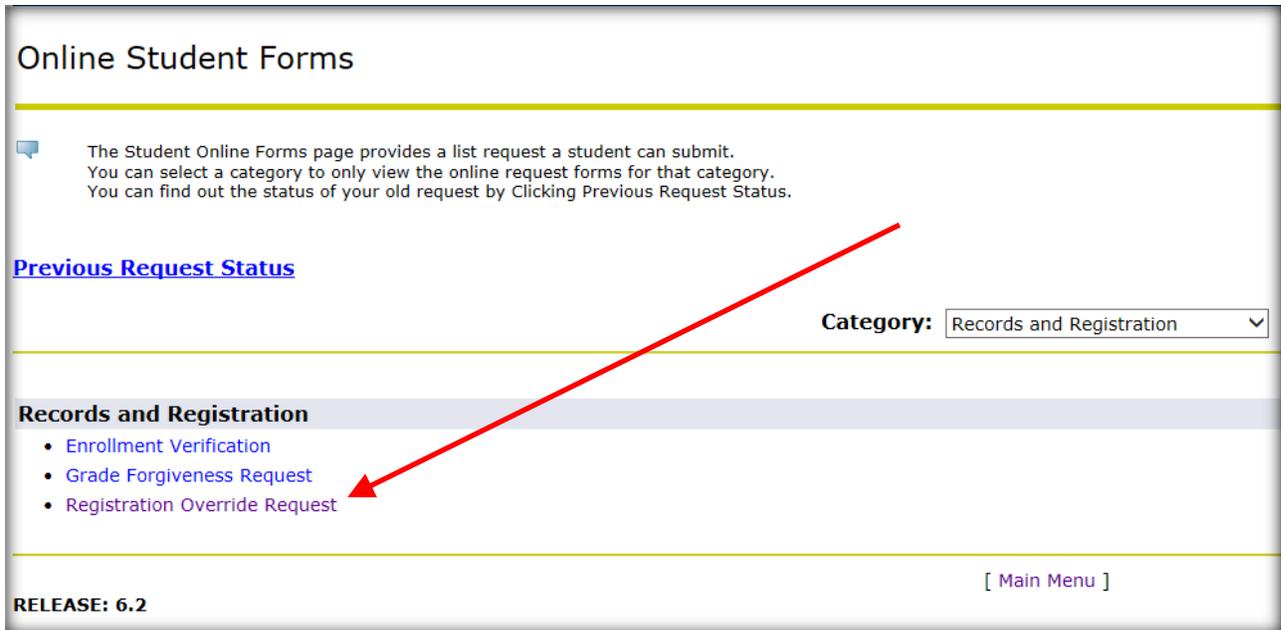
[Student Housing](#)
Online submission and renewal of University housing contracts; Housing and Meal Plan exemption requests.

[Student Records](#)
View your holds; View Student Information; Request Transcripts and Enrollment Verifications.

[Advising, Tutoring and Workshop Scheduling](#)
View and register for Tutoring sessions and Academic Skills Workshops or make advising appointments.

[Professional Behaviors Assessment](#)
Professional Behaviors Assessment - Doctor of Physical Therapy Program

5) Under **Records and Registration** select "Registration Override Request".



Online Student Forms

 The Student Online Forms page provides a list request a student can submit. You can select a category to only view the online request forms for that category. You can find out the status of your old request by Clicking Previous Request Status.

[Previous Request Status](#)

Category: ▼

Records and Registration

- [Enrollment Verification](#)
- [Grade Forgiveness Request](#)
- [Registration Override Request](#) ←

RELEASE: 6.2 [\[Main Menu \]](#)

6) Select the term you received a registration error on and click “Next”.

➤ **NOTE:** If you have not tried to register for a course and received a registration error you will not be able to continue and will receive the following error.

There are no courses for this term that you have tried to register for and received a registration error that requires an override.
OR you have already enrolled in the crn you received an error for.

7) Your student information for the term you selected will automatically populate in the STUDENT INFO section.

8) Select the course you want to request an override for and click “Next”.

➤ **NOTE:** The selection is limited to the course you have receive an error for. If you have not tried to register for that course you will not have that course in your selection.

9) Read over the course requirements in the **COURSE REQUIREMENTS** section.

| COURSE REQUIREMENTS | |
|--|--|
| NOTE: You are required to meet all of the following requirements to register for this course. | |
| College: | |
| Department: | |
| Level: | |
| Class: | |
| Program: | |
| Major/Minor/Concentration: | |
| Degree: | |
| Student Attributes: | Must be University Honors-Enrolled |
| Campus: | |
| Course Requirements: | Prerequisite: Permission of the instructor |

10) Read the statement of understanding and check the box if you believe you have a valid reason for the override.

| STATEMENT OF UNDERSTANDING |
|---|
| <input checked="" type="checkbox"/> I have reviewed all the requirements and my student records info listed above. I meet all the course requirements or have a valid reason for a registration override. |

11) In the OVERRIDE REASON enter your reason for this request in the “Reason for Override” area.

| OVERRIDE REASON |
|---|
| You are required to provide a reason / justification for the override. NOTE: If you have taken or are currently taking a prerequisite or corequisite course at another college you will need to attach a screen shot showing current registration or a transcript showing course completion in the supporting documentation area below. |
| Reason for Override |
| <div style="background-color: #ffff00; padding: 5px;">I have taken the course that meets these requirements at FSCJ.</div> |

12) If there is a document that supports your request you can attach a scanned image to the request to support your reason.

EXAMPLE: You are currently registered for the pre-requisite or have taken the pre-requisite at another college you would attach a screen shot showing current registration or a course syllabus with a transcript showing you took a course that meets the requirements for the pre-requisite.

- To attach the document Click Browse to find the document on your computer and then click “Upload”.
- **NOTE:** You will see a tick for the document indicating the document has been attached.

| Supporting Documentation (Files Allowed: PDF, Word, Text, RTF, JPEG, TIFF, PNG, and Excel.) |
|--|
| Select Document and Click Upload: |
| File to upload: <input type="text"/> <input type="button" value="Browse..."/> |
| <input type="button" value="Upload"/> <input checked="" type="checkbox"/> PDF Document loaded. |

13) Click "Submit"

➤ You see a message letting you know that the request has been submitted.

14) Once the advising office has made a decision on your request you will receive an email. If you have been approved for an override you will need to then go register for that course.

Please contact your advising office if you have any questions.



The screenshot shows a web interface with a navigation bar at the top containing "Financial Aid", "Personal Information", and "Student Services". Below the navigation bar, the page title is "Registration Override Request". A green checkmark icon is followed by the text "Your request was submitted." Below this, a message states: "You can find all your Registration Override Request request(s) and their status by clicking [Online Student Form Status](#)." At the bottom left, it says "RELEASE: 6.2" and at the bottom right, there is a link "[Online Forms]".