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”

5) Under **Records and Registration** select “Registration Override Request”.

![Image of online forms page]

![Image of online student forms page]
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](image)

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

![STATEMENT OF UNDERSTANDING](image)

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

![OVERRIDE REASON](image)

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 link for the document indicating the document has been attached.

![Supporting Documentation](image)
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.