

University of Hawaii at Hilo

Faculty Instructions for Entering Override Codes via MyUH

Registration Overrides – You may grant a registration **override** in your classes only by issuing this special permission in MyUH portal. Please DO NOT issue any registration overrides you are not authorized to use.

Note: Multiple registration overrides will be necessary to enable a student to register for your closed class **and** to waive a prerequisite or issue special permission.

PERMIT ONLY opens your closed class.

AUTHORIZATION (AUTHORI) waives any prerequisite, link, co-requisite or major restriction required for your class. Instructor or Department approvals should also be issued as an “authorization.” An AUTHORIZATION does NOT open a closed class.

TIME overrides **any** time conflict.

DUPLICATE: Once the term has started, if a student drops a class and tries to re-register for that class or another section of the same course, a “Duplicate” override is necessary.

A “Duplicate” override is also necessary to enable a student to register for the same course number with a different alpha within the same term.

CO-REQUISITE: A “co-requisite” override is necessary to enable a student to register without the approved co-requisite.

******PLEASE ADVISE THE STUDENT THAT S/HE MUST REGISTER FOR THE CLASS IN THE MyUH Portal and pay tuition and fees TO COMPLETE THE REGISTRATION PROCESS**

OR

You may also sign a completed “Registration Permit Form” and direct the student to submit the completed form to your division, college or department office for processing. Again, please remind the student that the registration is NOT complete until the student actually registers and pays tuition.

During the second week of classes (Aug 30 – Sep 3) ANY late add requires at least an Authorization (AUTHORI)