Log into Sail: Select “Faculty Services”
Select “Registration Overrides”
“Select Term”

Any active term can be selected then click “submit”
Return to previous screen to change semesters
Overrides can be given before registration begins
Enter Student Information:
Search by G# or last name, first name, then click “submit”
Verify selection is correct by clicking, “submit”
Faculty Registration Permits / Overrides

Welcome to the Faculty Registration Permits/Overrides Worksheet.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

There are no current overrides for the selected student and term.

Current Student Schedule
Choose override and course from the two drop down menus then click “submit”
Confirm changes by clicking “submit”
# Override Confirmation

Welcome to the Faculty Registration Permits/Overrides Worksheet.

The registration overrides you entered have been saved successfully.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

## Registration Overrides

<table>
<thead>
<tr>
<th>Override</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASS RESTRICTION</td>
<td>12273 - MIS 300 001</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

## Current Student Overrides
Important Note: “ID Selection” Box

When finished with the current student override, you may return to the page titled, “SAIL INFORMATION SYSTEM STUDENT VERIFICATION”.

Once you return to this page, you may click on “ID Selection” to perform the next student’s override. You **DO NOT** have to log out and start from the beginning of the system.

**Shortcut:**
You may also scroll down to the bottom of “Registration Permits / Overrides” page to access “ID selection” button.