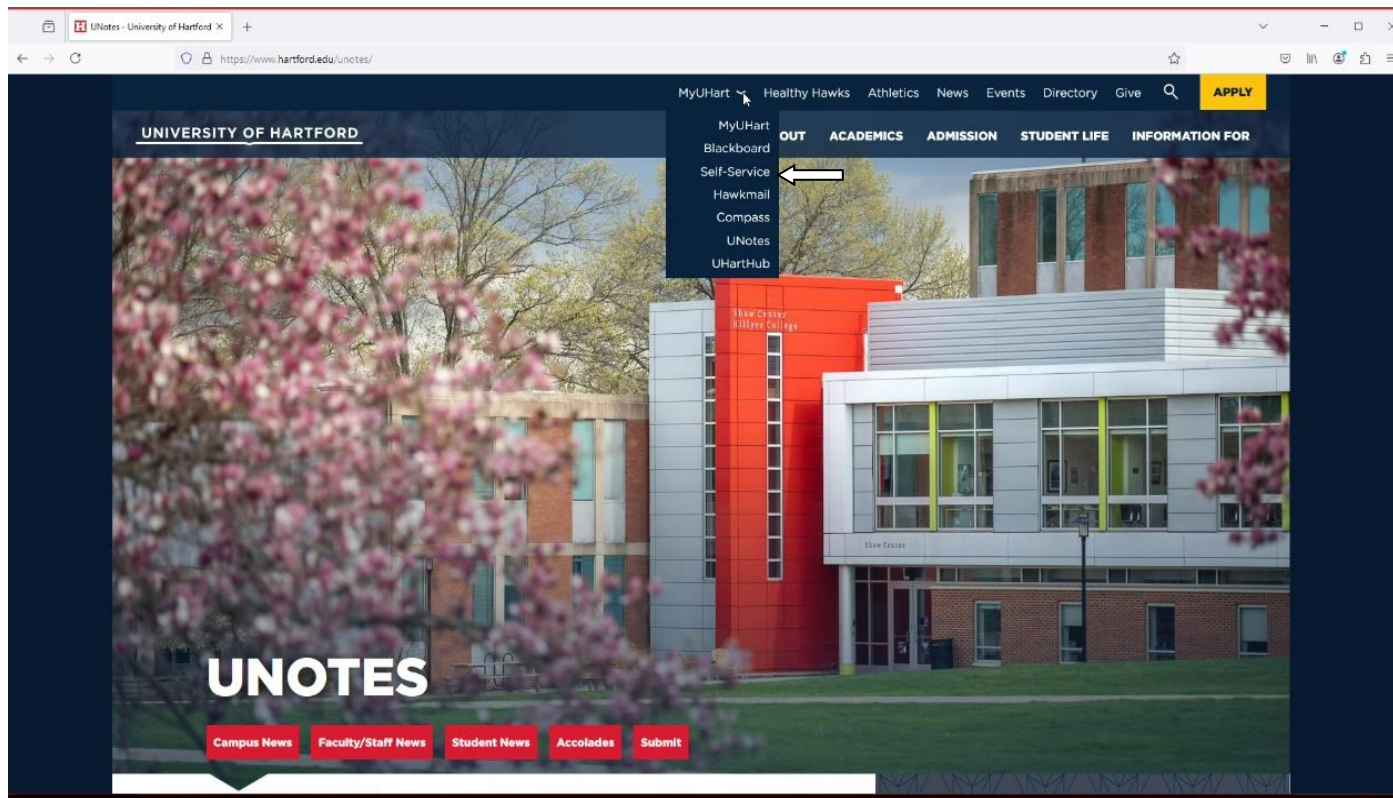
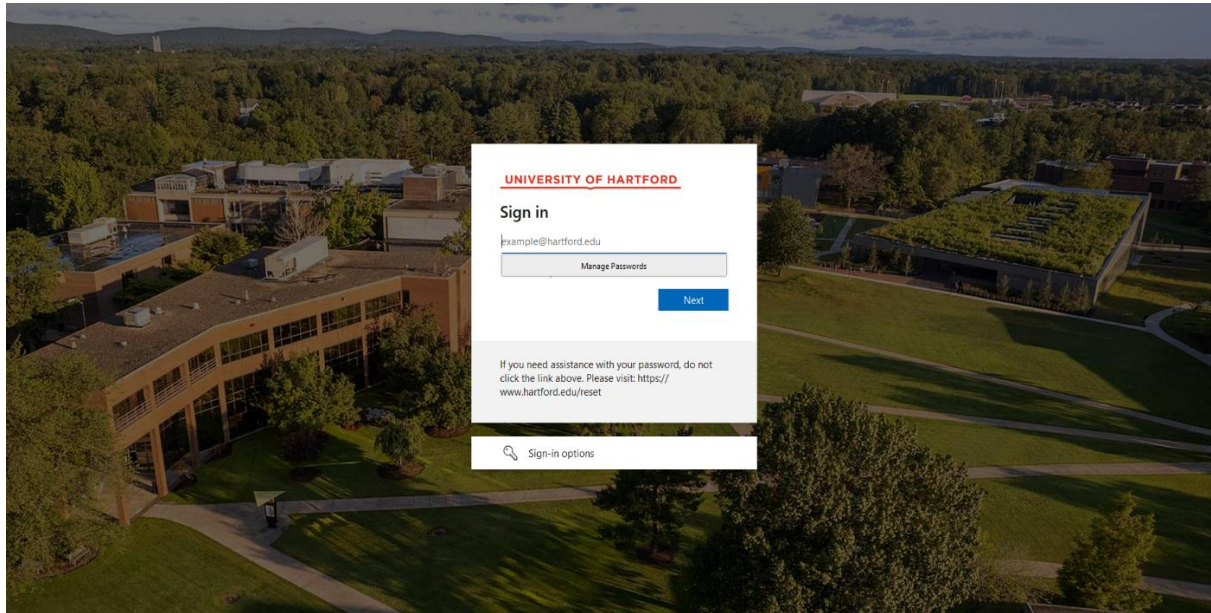


Directions to Enter Overrides in Self-Service

1. Go to www.hartford.edu and select MyUhart on top middle of the webpage, click on the drop down and select Self-Service.



2. Sign in using your Single-Sign On



3. Click on the Faculty Services Tab

Student **Faculty Services** Personal Information Employee Finance Public Safety/Parking Financial Aid

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Faculty & Advisors Main Menu

****Try the New Registration Interface****

- Faculty Grade Entry
- Compass
Powered by Starfish Solutions. Compass is an online platform that connects students to campus resources and guides them on a path towards success at UHart.
- Academic Integrity Reporting Form
This report is used for formal resolution to academic dishonesty or if a student fails to complete the educational outcome from an informal resolution to academic dishonesty.
- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Faculty Schedule by Day and Time
- Detail Class List
- Summary Class List
- Mid Term Grades
- Final Grades
- Grade Change Form
- Registration Overrides
- Registration Add/Drop
- Look-up Classes to Add
- Student Menu
- Advisor Menu
- Search for ID by Name
- View Memos from the Registrar's Office
- Class Roster
- Faculty Senate - Curriculum Forms
- View Registration Consent for Student for Term
Agreement to the Registration Enrollment Consent statement is required before registering.
- Enter Registration Consent for Student for Term
Agreement to the Registration Enrollment Consent statement is required before registering.
- View Action Items
- Banner 9 version of accept terms and conditions

4. Select Registration Overrides

Search

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Faculty & Advisors Main Menu

****Try the New Registration Interface****

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[View Action Items](#)

Banner 9 version of accept terms and conditions

5. Select the registration term

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University of Hartford

10/29/2024 15:19

 Select the Term for processing then press the Submit Term button.

Select a Term:

RELEASE: 8.7.1

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6. Enter the Student ID directly and click submit ID

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Enter Student ID

Student ID:

RELEASE: 8.1 UH

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7. Select the registration override from the drop-down menu.

← → ↻ https://banweb.hartford.edu/PROD/bzlkoids.P_FacStoreID       

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Student Faculty Services Personal Information Employee Finance Public Safety/Parking Financial Aid

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Faculty Registration Permits/Overrides

Spring Term 2025
10/29/2024 15:22

Information for [Leonardo DiCaprio \(19649315\)](#)

 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.

Registration Overrides

Override	Course
None	None
None	None
Class Enrolled to Capacity	None
Class Restriction	
Corequisites	
College Restriction	
Department	
Duplicate Course	
Level Restriction	
Link Restriction	
Major Restriction	
Mutual Exclusion	
Prerequisites	
Special Approval	
Time Conflict	

Overrides for the selected student and term.

Rule

on campus and would like a printer friendly schedule emailed to your University of Hartford email address, [click here](#).

ive University of Hartford email address, please contact the Center for Student Success at css@hartford.edu for a copy of your schedule.

[Click here for a printable Schedule \(Available only from on-campus\).](#)

Note: Schedules may not be fully updated for up to 12 hours after registration of last course.

8. Select the course to override and click on submit

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Faculty Registration Permits/Overrides

Spring Term 2025
10/29/2024 15:22

Information for [Leonardo DiCaprio \(19649315\)](#)

 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.

Registration Overrides

Override	Course
<input type="text" value="Prerequisites"/>	<input type="text" value="18131 - PHY 113 001"/>
<input type="text" value="None"/>	<input type="text" value="None"/>
<input type="text" value="None"/>	<input type="text" value="None"/>

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

Current Student Schedule

 Students - If you are not on campus and would like a printer friendly schedule emailed to your University of Hartford email address, [click here](#).

If you do not have an active University of Hartford email address, please contact the Center for Student Success at css@hartford.edu for a copy of your schedule.

[Click Here for a Printable Schedule \(Available only from on-campus\).](#)

[Note: Schedules may not be fully updated for up to 12 hours after registration of last course.](#)

9. Click Submit again

UNIVERSITY OF HARTFORD

[Student](#) **Faculty Services** [Personal Information](#) [Employee](#) [New WebTailor Administration](#) [Finance](#) [Public Safety/Parking](#) [Financial Aid](#)

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Faculty Registration Overrides Confirmation

Spring Term 2025
10/30/2024 11:56

 Below are the override requests you entered. Please confirm by clicking Submit button. You must then return to the Registration Add/Drop page to add the course to the student record.

Registration Overrides

Override	CRN	Course Number	Section	Student	Activity Date
Prerequisites	18169	CH 231	001	Leonardo DiCaprio	10/30/2024

[\[Registration Overrides \]](#)

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10. Once successfully submitted the message below will show. To register students in the course(s) that have been entered using the override, go to Registration Add/Drop on the Faculty & Advisors Main Menu. Students may also register themselves online if they have their Registration Pin, if a graduate student, a pin is not needed. (SEE BELOW)

UNIVERSITY OF HARTFORD

Student Faculty Services Personal Information Employee Finance Public Safety/Parking Financial Aid

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Faculty Registration Permits/Overrides

Spring Term 2025
10/29/2024 15:26

Information for [Leonardo DiCaprio \(19649315\)](#)

Welcome to the Faculty Registration Permits/Overrides Worksheet.

The registration overrides you entered have been saved successfully.
You must return to the Registration Add/Drop page to add the course(s) that you have entered overrides for.

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

Override	Course
None	None
None	None
None	None

Current Student Overrides

Override	Course	Activity Date Entered by
Prerequisites 18131 - PHY 113 001	10/29/2024	W:NDURANT

Current Student Schedule

To register students in the course(s) that have been entered using the override, go to Registration Add/Drop on the Faculty & Advisors Main Menu. Students may also register themselves online if they have their Registration Pin, graduate students do not need a Registration Pin.