

MyULV: ASSIGNING REGISTRATION OVERRIDES

Opening MyULV

Launch your browser and go to the ULV website at www.ulv.edu. From the ULV website, click on the MyULV tab. From the MyULV menu, click on the "Enter Secure Area" link.

Entering the Secure Area

On the User Login page, enter your eight-digit ULV ID number in the "Username" box . Next, enter your six-digit password in the PIN box. Click the "Login" button.

Accessing the Override Screen

From the main MyULV menu, click on the "Faculty Services" icon. From the main Faculty Services menu, click on the "Registration Overrides" link.

Selecting A Term

Using the drop-down menu on the "Select Term" page, select the appropriate term. (Remember that the appropriate term is the term in which the student wants to add the class, not the term when the registration period takes place.)

Selecting A Student

On the ID Selection page, select the student by either entering the student's eight-digit ULV ID number in the Student or Advisee ID Box and clicking the "Submit" button or performing a name search. To perform a name search, enter the student's last name and first name in the appropriate boxes and click the "Submit" button. Always leave the "Search Type" indicator set to "All". When the search is complete, a drop-down menu containing all of the matches for your name search will appear. Select the appropriate student and click on the "Submit" button.

Assigning Overrides

On the "Faculty Registration Permits/Overrides" screen, use the drop down menus to select the appropriate override(s) and the appropriate course. When assigning overrides, Faculty should only select override codes that begin with the "Instructor" designation, even though Department and Registrar overrides will also appear on the menu. Please note that only courses that you are teaching will appear on the drop down menu of courses. If you wish to give an override to a student or advisee for a course you are not teaching, you will need to contact your Department Chair or Department Administrative Assistant for help. If the student will require multiple overrides for one course or a single override for multiple courses, you can enter up to three different overrides at one time on this screen. Once you have entered all the necessary overrides for the student, click the "Submit" button.

Confirming Your Overrides

On the "Faculty Overrides Confirmation Screen", check to make sure you assigned the correct overrides and selected the appropriate courses. Once you are satisfied with the accuracy of the overrides, click on the "Submit" button.

Changing Students or Changing Terms

The system will return you to the "Faculty Registration/Permit Overrides" screen where you can either assign more overrides to the student or scroll down to see all of the existing overrides currently assigned to that student. If you wish to assign overrides for another student in the same term, click on the "ID Selection" link at the bottom of the screen. If you wish to assign more overrides for the same student in a different term, click on the "Faculty Services" link at the top of the page. To change terms from the main "Faculty Services" menu, click on the "Select Term" link. After you select a new term from the drop down menu and submit that information, the system will return you to the main Faculty Services menu where you can click on the "Registration Overrides" link to repeat the override assignment for the new term.

Exiting the System

When you are done entering overrides, click on the "Exit" link in the top right hand corner of the page to log out of the MyULV system.