

OVERRIDING UNIVERSITY CHECKSTOPS

From the first screen in Student Information Systems, after logging into the system:

1. Select the "Student Demographics" Menu
2. Select "OVR" Override Checkstops.
3. Select "CHG" Change
4. Enter the student's identifier number **and** the semester you wish to override (to permit registration).

5. Placing the Checkstop override.

After you verify the student's identity (to make sure you are acting on the right student's record), and you verify that your own checkstop is in force for this student, you are ready to proceed to override the checkstop. **Type your checkstop's letter in the space on the "Overrides" line.** Then press the "Enter" key on your keyboard.

6. Checking the returned screen.

This screen shows what you have done, which is to enter an override for (your department/school's) a checkstop. **You now must confirm that you want this action to be taken by typing "Y".** If you type "N", you will be returned to a blank overrides screen; if you type "R", the screen will revert to the previous screen where you entered the override. **Then press the "Enter" key on your keyboard to complete this process.**

7. Viewing the system confirmation of the change made.

The yellow message displayed at the bottom of your screen is confirmation that the system has made the change you requested. The process for this student is now complete and the screen is ready for you to process the next student. (If you want to see the screen for this student again, press "Enter" twice.)

For a list of university checkstops please refer to the following web page:

<http://src.buffalo.edu/register/checkstops.shtml>