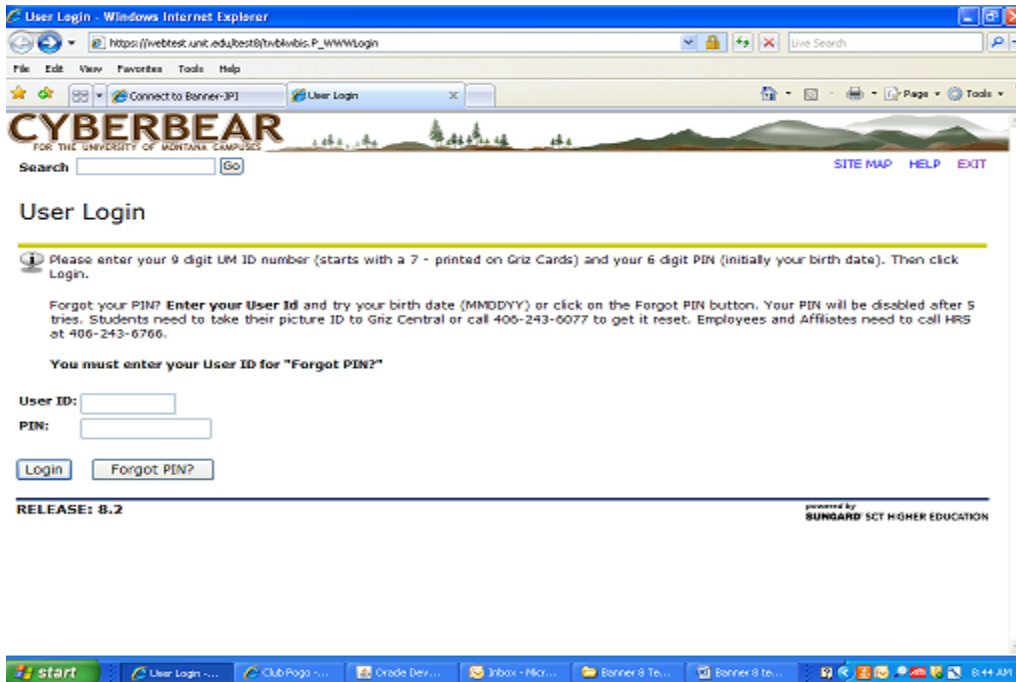


How to assign electronic overrides in CyberBear.

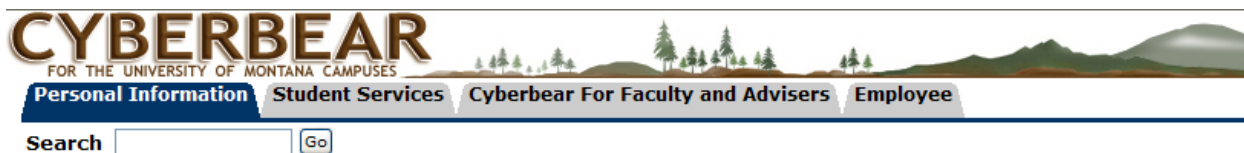
Please note:

1. You **MUST** be the instructor of record in CyberBear to process overrides for the class.
2. Electronic overrides are not effective after the 15th day of the semester as students are not allowed to register for classes in CyberBear after that day.

Step 1 - LOG IN



Step 2 - Click on 'CyberBear for Faculty and Advisors'



790



Student Services and Financial Aid

Registration, Billing, Financial Aid, Student Records, Voting and Residence Life. Student employees can see payroll information under '[Enr](#)



Employee

Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data, Account Summary, and Open Enrollment.



Cyberbear For Faculty and Advisors

Enter Grades and Registration Overrides, View Class Lists and Student Information




Personal Information

View and update your address(es) and phone number(s). View name change & social security number change information. Change your I

RELEASE: 8.3

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Step 3 - Click on 'I understand the Ferpa Warning'.



FOR THE UNIVERSITY OF MONTANA CAMPUSES

Personal Information Student Services **Cyberbear For Faculty and Advisers** Employee

Search Go [RETURN TO MENU](#) [SITE MAP](#) [HEL](#)

FERPA Warning

FERPA (Family Education Rights and Privacy Act) Warning

STUDENTS' RIGHTS TO PRIVACY

You have the responsibility to treat academic records in a 'Confidential' manner. You should only access students' records wh have a legitimate, education reason such as advising or grading.

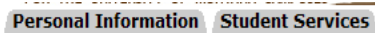
CONFIDENTIALITY

IF "CONFIDENTIAL" appears beside a student's name, do not release any information.

INFORMATION THAT MAY BE RELEASED

If the word "Confidential" **does not appear**, the following items are public information: Name, address, e-mail address, telepho number, date of birth, date of attendance, full-time/part-time status, college or school, major, class standing, date of gradua degree and honors received. All other information is confidential.

Step 4 - Click on 'Registration Overrides'



Personal Information Student Services **Cyberbear For Faculty and Advisers** Employee

Search Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

Faculty & Advisors

[Term Selection](#)

[CRN Selection](#)

[Faculty Detail Schedule](#)

[Faculty Schedule by Day and Time](#)

[Detail Class List](#)

[Summary Class List](#)

[Mid-Term/Early Alert Grades](#)

[Final Grades](#)

[Registration Overrides](#)

[Student Menu](#)

Display student information; View a student's schedule; Process registration overrides; View test scores, degree evaluations, active registrations, advisee listing, and holds.

[Advisor Menu](#)

View a student's transcript or degree evaluation.

Step 5 - Select the Term then click submit. First time instructors will not see this step.

The screenshot shows the top navigation bar with the CYBERBEAR logo and the text "FOR THE UNIVERSITY OF MONTANA CAMPUSES". Below the logo are four tabs: "Personal Information", "Student Services", "Cyberbear For Faculty and Advisers" (which is highlighted), and "Employee". A search bar with a "Go" button is on the left, and a "RETURN TO MENU" link is on the right. The main heading is "Select Term" with the number "7901" to its right. Below the heading is a yellow horizontal line. An information icon (i) is followed by the text "Select the Term for processing then press the Submit Term button." Below this is a dropdown menu labeled "Select a Term:" with "Spring Semester 2011" selected. A "Submit" button is located below the dropdown. At the bottom left, it says "RELEASE: 8.4" and at the bottom right, "pow SU".

Step 6 - Key in the Student ID number or search by name then click submit.

The screenshot shows the top navigation bar with the CYBERBEAR logo and the text "FOR THE UNIVERSITY OF MONTANA CAMPUSES". Below the logo are four tabs: "Personal Information", "Student Services", "Cyberbear For Faculty and Advisers" (which is highlighted), and "Employee". A search bar with a "Go" button is on the left, and a "RETURN TO MENU" link is on the right. The main heading is "ID Selection" with the number "7901" to its right. Below the heading is a yellow horizontal line. An information icon (i) is followed by the text "Enter the ID of the Student/Advisee you want to process then press the Submit ID button." Below this is a text input field labeled "Student or Advisee ID:" containing "790*****". Below the input field is the text "OR". Underneath is the heading "Student and Advisee Query". Below this heading are two text input fields: "Last Name:" and "First Name:". Below these are three radio button options for "Search Type": "Students", "Advisees", and "Both" (which is selected). At the bottom are two buttons: "Submit" and "Reset".

Step 7 - Verify the name is correct then click submit.


CYBERBEAR
FOR THE UNIVERSITY OF MONTANA CAMPUSES

Personal Information Student Services **Cyberbear For Faculty and Advisers** Employee

Search [RETURN TO MENU](#)

Student Verification

7906

 Verify your selection is correct by clicking OK.

Roxanne C. Lyson is the name of the student or advisee that you selected.


[\[ID Selection \]](#)


RELEASE: 8.1

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Step 8 - Select 'Overrides' in the Override drop down menu. Select the course from the drop down menu to give the override for then click submit.

Nov 05, 2011

 **Confidential Information for Roxanne C. Lyson**

 Welcome to the Faculty Registration Permits/Overrides Worksheet.

If "Confidential" appears beside a student's name, **DO NOT RELEASE ANY INFORMATION.**

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

Registration Overrides

Override	Course
Overrides	30385 - MUSI 132L 01
None	None
None	30385 - MUSI 132L 01
None	32389 - MUSI 132L 50
None	32710 - MUSI 132L 51
None	32743 - MUSI 132L 52
None	33154 - MUSI 132L 53
None	33488 - MUSI 132L 90
None	33549 - MUSI 132L 91

Step 9 – Confirm everything is correct then click submit.


CYBERBEAR WWW INFORMATION SYSTEM
FOR THE UNIVERSITY OF MONTANA CAMPUSES

Personal Information Student Services **Cyberbear For Faculty and Advisers** Employee

Search [RETURN TO MENU](#)

Faculty Registration Overrides Confirmation

790

 Below are the override requests you entered. Please confirm by clicking Commit Changes.

Registration Overrides

Override CRN	Course Number	Section	Student	Activity Date
Overrides 30385 MUSI	132L	01	Roxanne C. Lyson	Nov 05, 2010

RELEASE: 8.1


[\[Registration Overrides \]](#)


POW


Step 10 – Review confirmation page.

Faculty Registration Permits/Overrides

790

 **Confidential Information for Roxanne C. Lyson**

 Welcome to the Faculty Registration Permits/Overrides Worksheet.

 **The registration overrides you entered have been saved successfully.**

If "Confidential" appears beside a student's name, DO NOT RELEASE ANY INFORMATION.

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

Registration Overrides

Override	Course
None <input type="button" value="v"/>	None <input type="button" value="v"/>
None <input type="button" value="v"/>	None <input type="button" value="v"/>
None <input type="button" value="v"/>	None <input type="button" value="v"/>

Current Student Overrides

Override	Course	Activity Date	Entered by
Overrides 30385 - MUSI	132L 01	Nov 05, 2010	WWW USER

PLEASE TELL THE STUDENT THAT HE/SHE MUST DO THE FOLLOWING IN ORDER TO REGISTER FOR THE COURSE:

- Login to their CyberBear account
- Click on Student Services & Financial Aid
- Click on Registration
- Click on Register/Add/Drop Courses
- Type in the CRN
- Submit

IF YOU WISH TO ENTER OVERRIDES FOR OTHER STUDENTS, CLICK ON 'ID SELECTION' AT THE BOTTOM OF THE SCREEN ON THE LEFT SIDE THEN REPEAT STEPS 6-10:

Registration Overrides

Override	Course
None	None
None	None
None	None

Submit

Current Student Overrides

Override Course	Activity Date Entered by
Overrides 30385 - MUSI 132L 01 Nov 05, 2010	WWW_USER

Current Student Schedule

No schedule available for selected term.

[Return to Previous](#)

[[ID Selection](#) | [Student Schedule](#) | [Student Information](#) | [Student Address and Phones](#)]

RELEASE: 8.1

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