

## **"Extended Add" approvals via RAIL**

***Eligible*** students seeking registration in courses ***with open seats*** during the 2nd week of classes may do so via RAIL ***if approved by the instructor***, without need for petitioning, signatures, or waiting for committee intervention. This is the "Extended Add" week, through the 2<sup>nd</sup> Friday of the semester.

The process for approving access to your course will also be managed on RAIL, through the Instructor Override function in your RAIL menu.

### **Caveats to remember:**

- 1) The Extended\_Add override code allows registration *if all other conditions are met*. Any other restrictions--majors-only, prerequisites, capacity for closed courses, etc.—may also need to be reviewed/approved by the department chair.**
- 2) You are entering an override only. The student still bears the responsibility of entering RAIL and registering for the course. Please remind your approved students of the need to register promptly, before the deadline for Extended Adds (4pm on the 2<sup>nd</sup> Friday of the semester).**
- 3) Students who incur new tuition and fee charges as a result of this new registration will be expected to pay for the course immediately.**

Step by step instructions:

## [STEP 1: Click on Faculty and Advisors](#)



The screenshot shows the RAZL system Main Menu. At the top, there is a navigation bar with tabs: Personal Information, Student, Financial Aid, Faculty Services, WebTutor Administration, and Finance. Below the navigation bar is a search bar and a link to Accessibility. The main content area is titled "Main Menu" and contains a welcome message: "Welcome, Tracy Seffers, to the RAZL system at Shepherd University!". Below the welcome message is a section titled "CREDIT CARD PAYMENTS" with a link to the State Treasurer's Office. The main menu items are listed below: Personal Information (Update addresses, contact information, or marital status; review name or social security number; change information; Change your PIN; Customize your directory profile), Student (Apply for Admission; Register; view your academic records), Financial Aid (Apply for Financial Aid; view financial aid status and eligibility; accept award offers; and view loan applications), Faculty and Advisors (Enter Grades and Registration Overrides; view Class Lists and Student Information), WebTutor Administration (Customize the Web pages for your institution; update user roles), and Finance (Create or review financial documents; budget information; approvals). At the bottom, it says "RELEASE: 8.3.3".

## [STEP 2: Then click on Registration Overrides](#)



The screenshot shows the Faculty Services menu. At the top, there is a navigation bar with tabs: Personal Information, Student, Financial Aid, Faculty Services, WebTutor Administration, and Finance. Below the navigation bar is a search bar and a link to Return to Menu. The main content area is titled "Faculty Services" and contains a list of menu items: Student Information Menu, Term Selection, CRN Selection, Faculty Detail Schedule, Week at a Glance, Detail Class List, Summary Class List, Detail Wait List, Summary Wait List, Midterm Grades, Final Grades, Registration Overrides (highlighted in red), Add or Drop Classes, Lock Up Classes, Electronic Gradebook by Component, Faculty and Advisor Security Information, Active Assignments, Assignment History, Class Schedule, Course Catalog, Syllabus Information, and Office Hours.

[STEP 3: Select the Term, and click on the Submit button.](#)

Personal Information Student Financial Aid Faculty Services WebTutor Administration Finance

Search

RETURN TO HOME SITE MAP HELP EXIT

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### Select Term

001266246 Tracy Sellers  
Aug 14, 2013 03:42 PM

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

Select a Term:

RELEASE: 8.4

[STEP 4: Enter the Shepherd ID number of the student, and click on the Submit button:](#)

Personal Information Student Financial Aid Faculty Services WebTutor Administration Finance

Search

RETURN TO HOME SITE MAP HELP EXIT

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### ID Selection

001266246 Tracy Sellers  
Fall 2012-2013  
Aug 14, 2013 03:43 PM

Enter the ID of the Student/Advisee you want to process then press the Submit ID button.

Student or Advisee ID:

OR

**Student and Advisee Query**

Last Name:

First Name:

Search Type: ☐ Students  
☐ Advisees  
☒ Both

RELEASE: 8.4

STEP 5: RAIL will give you a chance to confirm that this is the correct student, which you do by clicking the Submit button:

Personal Information Student Financial Aid Faculty Services Web/Tutor Administration Finance

Search [Go] RETURN TO MENU SITE MAP HELP EXIT

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Student Verification 001266246 Tracy Sellers  
Aug 14, 2012 03:47 PM

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Verify your selection is correct by clicking OK.

TESTY REGISTRAR is the name of the student or advisee that you selected.

[Submit]

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[ID Selection]

RELEASE: 6.4

STEP 6: RAIL then allows you to choose "Extended Add" from a drop-down menu, and attach that permission to one of your courses (in this case, MUSC 111-01).  
Click on the Submit button to enter the override into the student record.

Personal Information Student Financial Aid Faculty Services Web/Tutor Administration Finance

Search [Go] RETURN TO MENU SITE MAP HELP EXIT

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Registration Permits/Overrides 001266246 Tracy Sellers  
Fall 2012-2013  
Aug 14, 2012 03:49 PM

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on for TESTY REGISTRAR  
by Registration Permits/Overrides Worksheet.

appears next to a student's name, his/her personal information is to be kept confidential.

nt's name to view his/her address and phone information.

Course

Extended\_Add 20001 - MUSC 111 01

None None

None None

[Submit]

STEP 7: RAIL will give you one final chance to verify that this is the student and course you wish to allow an override for:

The screenshot shows the 'Faculty Registration Overrides Confirmation' screen. At the top, there is a navigation bar with tabs: 'Personal Information', 'Student', 'Financial Aid', 'Faculty Services', 'Web/Advisor Administration', and 'Finance'. Below the navigation bar is a search field and a 'Go' button. On the right side, there are links: 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Faculty Registration Overrides Confirmation'. Below this, there is a message: 'Below are the override requests you entered. Please confirm by clicking Commit Changes.' A table titled 'Registration Overrides' is displayed with columns: 'Override', 'CRN', 'Course Number', 'Section', 'Student', and 'Activity Date'. The table contains one row: 'Extended\_Add 30001 MUSC 111 01 TESTY REGISTRAR Aug 14, 2012'. At the bottom of the table is a 'Submit' button. Below the table, there is a link: '[ Registration Overrides ]'. At the very bottom, it says 'RELEASE: 8.1'.

STEP 8: You will then be returned to the override screen, which now bears the message:



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

The page also shows you a listing of overrides you have approved up to that point:

Current Student Overrides

Override Course Activity Date Entered by

Extended\_Add 30001 - MUSC 111 01 Aug 14, 2012 RAIL

**One more time! Caveats to remember:**

**1) The Extended\_Add override code allows registration *if all other conditions are met*. Any other restrictions--majors-only, prerequisites, capacity for closed courses, etc.--may also need to be reviewed/approved by the department chair.**

**2) You are entering an override only. The student still bears the responsibility of entering RAIL and registering for the course. Please remind your approved students of the need to register promptly, before the deadline for Extended Adds (4pm on the 2<sup>nd</sup> Friday of the semester).**

**3) Students who incur new tuition and fee charges as a result of this new registration will be expected to pay for the course immediately.**