NAPS REGISTRATION PROCEDURE

USING THE ELECTRONIC FACULTY OVERRIDE SYSTEM
Registration for courses under the South Initiative (NAPS)

WHO IS ELIGIBLE

Students of Evening University who wish to attend classes at the Naparima College in San Fernando, are eligible to register for these courses.

HOW TO REGISTER

Students are required to register for specific sections of the relevant courses being offered at the Naparima College venue. You are required to enter the CRN for the course you wish to register from the list of course below:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CRN 1</th>
<th>CRN 2</th>
<th>Course Code</th>
<th>CRN 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 1002</td>
<td>18145</td>
<td>GOVT 1000</td>
<td>18140</td>
<td></td>
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<tr>
<td>ECON 1001</td>
<td>18175</td>
<td>GOVT 1006</td>
<td>18141</td>
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<tr>
<td>FOUN 1001</td>
<td>18150</td>
<td>MGMT 1001</td>
<td>18144</td>
<td></td>
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<tr>
<td>FOUN 1101</td>
<td>18151</td>
<td>PSYC 1001</td>
<td>18880</td>
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<td>FOUN 1210</td>
<td>18152</td>
<td>SOCI 1002</td>
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<td>SOCI 1005</td>
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<td>GOVT 0413</td>
<td>18879</td>
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</tr>
</tbody>
</table>

The following screen shots are intended to guide students in the registration process.

**Step 1:** Go to Registration Map and Guide

**Step 2:** Select ‘Enter Semester 1 Courses’.

**Step 3:** Enter CRN(s) of course(s) you wish to register for in Add Classes Worksheet.
Step 4: A *Registration Add Error* message will appear indicating that the course section is closed. Click ‘Request Override’ to submit an override request.

Step 5: Click ‘Course’ in *Override Request Course Selection*. Select course from list and enter a reason why you wish to register for course. If registering for more than one course, repeat Step 5 for each course.

Step 6: Click ‘Submit Request’.

Step 7: If your request is approved you will be automatically registered for the course. Keep checking Banner to ensure your override has been approved and that you are registered for course(s).