

GUIDELINES FOR OVERRIDING AN MMR BLOCK IN THE REGISTRAR'S OFFICE

1. All personnel in the campus Registrar's Offices who otherwise have force capability shall also have the capability of overriding an MMR block. No other individuals at the college shall have such capability.
2. Personnel in the Registrar's Office shall override an MMR block only in the following circumstances:
 - a. during the summer or intersession for students who have a matriculation date for the subsequent fall or spring semester respectively; or
 - b. during evening hours when the Health Services Office is closed and when a student seemingly has appropriate documentation of MMR immunizations (e.g., completed Certificate of Immunization, school records, etc.).
3. Given the appropriate circumstances as outlined in #2 above, the following procedure should be followed when overriding an MMR block:
 - a. the MMR documentation should be treated as confidential information and therefore should not be reviewed or questioned by personnel in the Registrar's Office;
 - b. the student should be notified that s/he is being allowed to register on a temporary basis, and will be contacted by Health Services to inform them of whether additional immunizations will be required;
 - c. the medical documentation should be placed into a sealed envelope and forwarded via campus mail to the Health Services Office; and
 - d. an e-mail should be sent to Health Services within one business day with the student's name and ID# and a note indicating that the MMR block has been overridden.

Approved, June 6, 2002
Vice President for Student Affairs