



Course Overrides

Introduction

Course overrides, or registration permits, allow students to register for a class past certain requirements or class capacity. **Assigning a course override to a student does not register them for the course.** Faculty should be sure to notify the student after assigning a course override. Course overrides can only be assigned by the instructor of a course or the chair or director of the associated board of study.

Accessing Course Overrides

1. Go to **my.purchase.edu**.
2. Click on **myHeliotrope** and login with your Purchase College ID and password.
3. Click **Faculty Services**.
4. Click **My Courses**.
5. Click **Course Overrides**.

Select Term

[Home](#) > [Faculty Services](#) > [Term Selection](#)

Select a Term: Fall 2016

Submit

6. Select the term and click **Submit**.

If you have the student's ID, enter it in the Student or Advisee ID field. Otherwise, you may search by name.

You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID:

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: ☐ Students ☐ Advisees ☐ Both ☒ All

Submit **Reset**



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If searching by name, select the student from the dropdown search results and click Submit. If there are multiple students with the same and you are not sure which record is the one you are looking for, ask the student for their ID number to confirm.

Select the Student or Advisee that you wish to process and choose Submit Name.

Student or Advisee:

Assigning Course Overrides

Once you have found the right student, you will come to the page where you can process registration overrides. First, check that all of information on the page is correct.

Information for [Lauren West](#)

Confirm that this is the correct student. Click on the name to view the student's contact information.

Registration Overrides

Override	Course
<input type="text" value="None"/>	<input type="text" value="None"/>
<input type="text" value="None"/>	<input type="text" value="None"/>
<input type="text" value="None"/>	<input type="text" value="None"/>

There are no current overrides for the selected student and term.

If the student has any existing registration overrides, they will appear under the Current Student Overrides section like this:



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Current Student Overrides

Override	Course	Activity Date	Entered by
Overenroll past capacity	40037 - ARH 1010	0 Oct 09, 2013	WWW2_USER

The student's schedule will also appear on this page, *including courses they are on the Wait List for*. Please note the student's Status and/or Waitlist Position for each course on their schedule.

Current Student Schedule

Total Credit Hours: 0.000

History of Art Survey I (Ancient through Medieval) - ARH 1010 - 0

Associated Term:	Fall 2014
CRN:	40037
Status:	Waitlist on Sep 27, 2013
Waitlist Position:	1

Notification Expires:

Assigned Instructor:	Blarney Stone
Grade Mode:	Standard Letter
Credits:	0.000
Level:	Undergraduate
Campus:	Main

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	12:30 pm - 2:10 pm	TF	TBA	Aug 25, 2014 - Dec 20, 2014	Lecture	Blarney Stone (P)

After checking the student's schedule for conflicts and confirming that all information is correct, you can process registration override(s) for this student.

There are three types of registration overrides that can be assigned: Capacity, Chair / Director Override, and Override Course Restrictions.



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Override	Course
None	None
None	None
Capacity	None
Chair / Director Override	None
Override Course Restrictions	

Submit

Capacity:

This type of registration override will allow the student to register for the selected course even if it is at full capacity. This override will *not* allow students to register past other types of restrictions, such as pre-requisites or major restrictions.

Override Course Restrictions:

This type of registration override will allow the student to register for the selected course past pre-requisites, co-requisites, major restrictions, and student class (sophomore, junior, etc.). This type of override also acts as Permission of Instructor. However, this override will ***not*** allow students to overenroll past capacity if the course is closed nor will it override cohort restrictions.

Chair / Director Override:

This type of registration override may be used only by chairs and directors of a board of study. It can override time conflicts, student attributes (such as cohort restrictions), and mutual exclusion.

At times, you may want to assign more than one type of override to the same student for the same course. For example, if I wanted to add this Cinema Studies student to my course ARH 1010, but the course was both closed and restricted to Art History majors, I would need to assign both types of course overrides for the same course so the student could register.



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Override	Course
Capacity ▼	45488 - ENV 3995 0 ▼
Override Course Restrictions ▼	45488 - ENV 3995 0 ▼
None ▼	None ▼

Submit

You may also assign registration overrides for more than one of your courses for the same student at one time. However, you cannot process more than three total overrides for a student in one submission.

After you select the types of overrides you want to process and the course(s) you want to process them for, click Submit. You will then be taken to the next screen to confirm. Ensure the override information is correct and click Submit once more.

Registration Overrides

Override	CRN	Course	Number	Section	Student	Activity Date
Capacity	45488	ENV	3995	0		May 27, 2016
Override Course Restrictions	45488	ENV	3995	0		May 27, 2016

Submit

After you confirm your submission, you will be taken back to the Registration Overrides page for that student. You will see a confirmation at the top of the screen and the overrides you just submitted will now appear under the student's Current Student Overrides.

✓ The registration overrides you entered have been saved successfully.

If you would like to process overrides for a different student, you can use the ID Selection link in the navigation bar at the bottom of the page. This will allow you to select a new student record and return you to the main menu.



Course Overrides

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

If you have any questions about course overrides that are not answered here, please contact the Registrar's Office.

