

## **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.

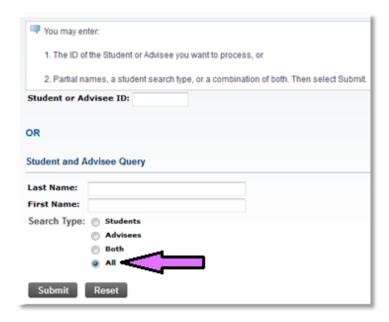
### **Accessing Course Overrides**

- 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.



6. Select the term and click Submit.

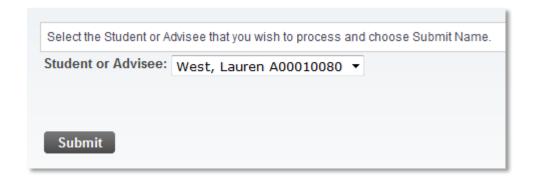
If you have the student's ID, enter it in the Student or Advisee ID field. Otherwise, you may search by name.





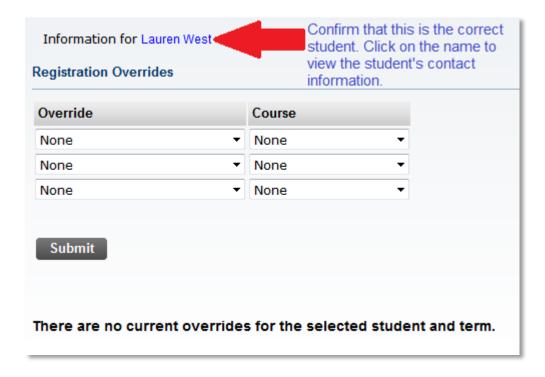
## **Course Overrides**

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.



### **Assigning Course Overrides**

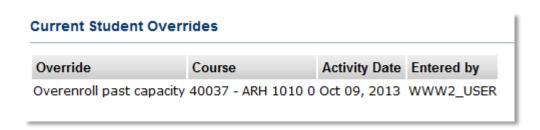
Once you have found the right student, you will come to the page where you can process registration overrides. First, check that all of information on the page is correct.



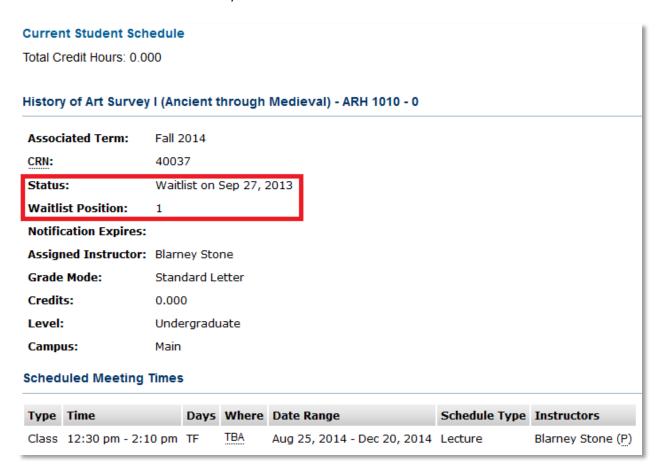
If the student has any existing registration overrides, they will appear under the Current Student Overrides section like this:



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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.



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

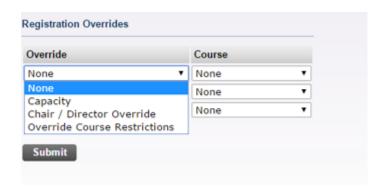
There are three types of registration overrides that can be assigned: Capacity, Chair / Director Override, and Override Course Restrictions.

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### Capacity:

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

#### **Override Course Restrictions:**

This type of registration override will allow the student to register for the selected course past prerequisites, co-requisites, major restrictions, and student class (sophomore, junior, etc.). This type of override also acts as Permission of Instructor. However, this override will <u>not</u> 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.

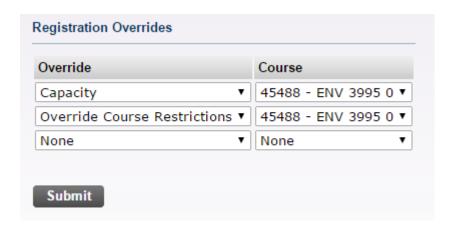
At times, you may want to assign more than one type of override to the same student for the same course. For example, if I wanted to add this Cinema Studies student to my course ARH 1010, but the course was both closed and restricted to Art History majors, I would need to assign both types of course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

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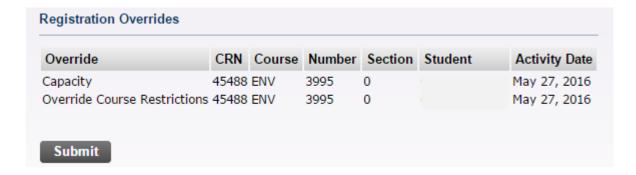


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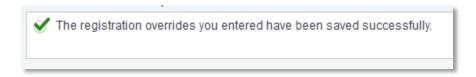


You may also assign registration overrides for more than one of your courses for the same student at one time. However, you cannot process more than three total overrides for a student in one submission.

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.



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.



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**



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

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