



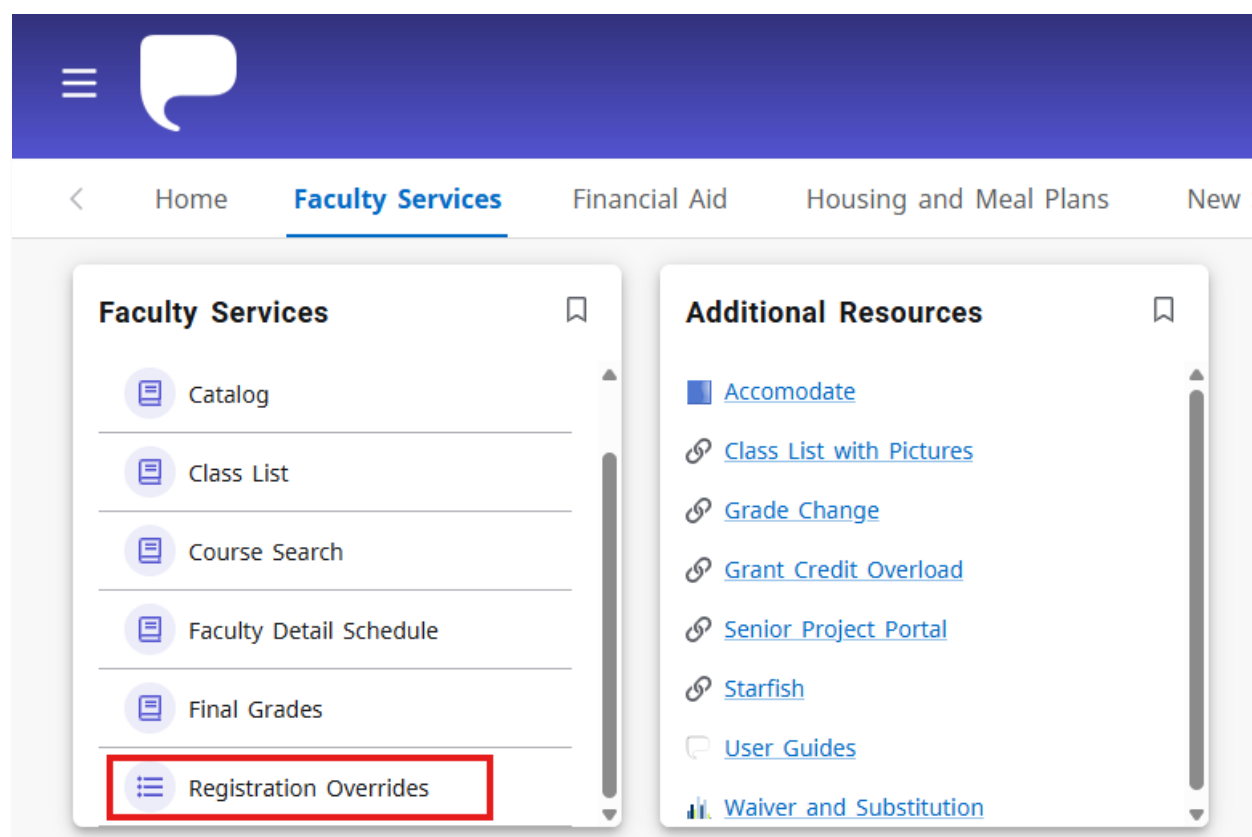
Registration Overrides

Introduction

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

Accessing Registration Overrides

1. Go to purchase.edu/faculty-and-staff/
2. Go to **Academics**
3. Go to **MyHeliotrope** and login with your Purchase College ID and password
4. Go to **Faculty Services**
5. Scroll down in the Faculty Services tile and click **Registration Overrides**





Registration Overrides

6. Select the applicable term from the dropdown menu.

Faculty and Advisors » Registration Overrides

Student and Advisee ID Selection

Enter the ID of the Student or Advisee you want to process or enter partial names, student search type or a combination of both. Then select Submit.

Term
Select

Student or Advisee ID
OR
Last Name
First Name

Search Type
☐ Students ☐ Advisee ☒ Both

Submit

7. If you have the student's PID, enter it in the Student or Advisee ID field. Otherwise, you may search by name. Once you have entered your search parameters, click **Submit**.

Faculty and Advisors » Registration Overrides

Student and Advisee ID Selection

Enter the ID of the Student or Advisee you want to process or enter partial names, student search type or a combination of both. Then select Submit.

Term
Spring 2025 - 202460

Student or Advisee ID
P00251389
OR
Last Name
First Name

Search Type
☐ Students ☐ Advisee ☐ Both ☒ All

Submit

Student and Advisee Selection

ID	Name	Type
P00251389	Pctest Student1	

8. Select the student from the search results appearing below the search parameters. If you searched by name and 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.



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Assigning Registration Overrides

Once you have found the right student, you will come to the page where you can process registration overrides.

[Faculty and Advisors](#) • [Registration Overrides](#)

Registration Overrides

Override

Capacity

Course

Select

Add Override

Submit

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

Current Student Overrides			
Override	Course	Activity Date	Entered by
Override Course Restrictions	67551 - HIS	06/02/2025	FUN_JTAYLOR

The student's schedule will also appear at the bottom of this page, *including courses they are on the Wait List for*. Please note the student's registration status for each course on their schedule.

Information for [Pctest Student1](#)

Current Student Schedule

Total Credit hours: 4

[Senior Project II - SPJ - 4991 - 0](#)

Associated Term
Spring 2025

CRN
[61857](#)

Status
****Registered**** on 04/23/2025

Credits
4

Course Level
Undergraduate

Campus
Main

Grade Mode
Standard Letter

Instructor(s)
[REDACTED]

Scheduled Meeting Times

Type	From Time	To Time	Days	Where	Start Date	End Date	Schedule Type	Instructors
Class	To Be Announced	To Be Announced		To Be Announced	01/22/2025	05/13/2025	Senior Project	✉ Jaime Frances Neudecker (P)

Results found: 1

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Registration Overrides

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**, **Override Course Restrictions**, and **Director Override**.

Registration Overrides

Override

Capacity

None

Capacity

Director Override

Override Course Restrictions

Course

60607-CIN 2200 0

+ Add Override

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 pre-requisites or major restrictions.

Overenroll 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.

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, 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 student to my course that was both closed and restricted to majors only, I would need to assign both the capacity override and the course restrictions override for



Registration Overrides

the same course so the student could register. You can add an additional override for the student by clicking the **+ Add Override**.

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Registration Overrides

Override Capacity	Course 60607-CIN 2200 0	+ Add Override
Override Override Course Restrictions	Course 60607-CIN 2200 0	
Override Capacity	Course 65736-CIN 1510 0	

Submit

You may also assign registration overrides for more than one of your courses for the same student at one time. **Please do not 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**.

Current Student Overrides				
Override	Course	Activity Date	Entered by	
Capacity	65736 - CIN	06/30/2025	FUN_LWEST	
Capacity	60607 - CIN	06/30/2025	FUN_LWEST	
Override Course Restrictions	60607 - CIN	06/30/2025	FUN_LWEST	
Override Course Restrictions	67551 - HIS	06/02/2025	FUN_JTAYLOR	

After submitting, you should see the overrides you just submitted listed among the student's Current Student Overrides.

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