

Class Permissions

(Electronic Overrides)

WINGS navigation: Records and Enrollment > Term Processing > Class Permissions

On the search page put in:

Academic Institution: UWLAC

Term: 2177(Spring 2017) or 2181(Summer 2017) or 2184 (Fall 2017)

Subject: MGT (or whatever department is yours)

Catalog Nbr: 449 (or whatever course you are teaching)

click [SEARCH](#)

When the page pops up, **make sure you are on the correct section of the class**. If more than one section of a class is offered you will see 1 of ? on the right side of the top blue bar. Click the arrow until you find the correct section. Verify you are the instructor of the course.

Lab Components courses: the LAB controls the enrollment. Make sure you put the override permission on the correct LAB section.

Course ID: 004065 Course Offering Nbr: 1
Academic Institution: UW-La Crosse
Term: Spring 2017 Undergrad
Subject Area: MGT Management
Catalog Nbr: 449 Admin Policy Determination

Class Section Data: Find | View All | First | 1 of 8 | Last

Session: 1 Regular Academic Session Class Nbr: 1920 Class Status: Active
Class Section: 01 Class Type: Enrollment Section
Component: Lecture Instructor: Petersen, Henry L

Student Specific Permissions

Defaults: Expiration Date: 01/27/2017

Permission Valid For:	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
	<input type="checkbox"/>				

Assign More Permissions: Generate

Class Permission Data: Personalize | Find | First | 1 of 1 | Last

Seq #	Number	ID	Campus ID	Name	Status	Permission Use Date	Expiration Date
1			<input type="text"/>		Used	12/12/2016	01/27/2017

Save | Return to Search | Notify

Permission to Add | [Permission to Drop](#)

Go to the bottom of the page and enter the student ID (Starts with 8 or 9) in the **Campus ID** field. Note the **Expiration Date** of the override and change it if you are limiting the time the student can use it. It automatically defaults to the last day students can add the class on WINGS for that term. After the 5th class day (prorated for shorter classes), students will need paper add permissions.

On the **Permission** tab, click the box for the permission you are giving. **Please note the Requisites Not Met permission will override ALL prerequisites. You need to be very careful with that box.** Some permissions like “admission to program” or overriding “class standing” must be given by the Dean’s Office. Do not check that box unless you know the student is admitted to your program or has the necessary class standing. If a student does not have those prereqs you will still need to use the blue override form. (Students also need the blue form for audits, time conflicts or more than 18 credits.)

If you would like to add a comment to track why an override was given, you can click the comments tab and make an entry.

Click  **Save** at the bottom of the page. **Please let the student know they still have to register.** This does not register the student, it only gives them permission to register.

To give permission to another student, click the **+** button on the bottom right to add another row. You can monitor the overrides given to see when the student used the override or if they dropped the class after they initially added it. The status of “Not Used” does not necessarily mean the student is not enrolled. It may mean the student did not need the override to get in. For example, if the class was closed when the student got the override, but another student dropped it before your student registered, the class status may have been “open”. In that case the override was not needed, but the student still registered. **Questions? Call Janelle Nelson at 785-8752 or Stephanie Speer at 785-8577.**