Electronic Overrides (Adds), 6th - 10th Day
Also known as "Class Permissions"

To use during the second week of the semester - prorated for shorter classes

Before you begin, please note these policies:

- Classes shorter than a full semester class have prorated add/drop deadlines. Check with the ADA or the Records office if you aren't sure what the deadline is.
- Once permission is added, student must go into their own account and enroll. If class is closed, it will still look closed to the student. He/she will still be able to enroll if the class permission was placed correctly. Students must enroll before the expiration date expires.
- All students adding a class will require instructor permission during the second week of classes, even if the class is open. This is the "add with permission" period.

1. **WINGS navigation:** Records and Enrollment > Term Processing > Class Permissions > Class Permissions

2. On the search page, put in
   a. **Academic Institution:** UWLAC
   b. **Term:**
      i. Each term has a 4-digit numeric code. Some examples are below.
         1. 2231 (Summer 2022) or 2234 (Fall 2022) or 2236 (Winter 2023) or 2237 (Spring 2023)
      ii. If you don't know the code, click on the magnifying glass next to the Term field to look it up.
   c. **Subject:** CHM (prefix of course you are teaching)
   d. **Catalog Nbr:** 104 (course number of course you are teaching)
3. Click **Search**. When the course appears, **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 bar. Click the arrow until you find the correct section. Verify that instructor of the section is correct.

   a. **For courses with lab components**, it is the LAB that controls the enrollment.

      i. Make sure you put the override permission on the correct LAB section, especially when overriding prerequisites and if the LAB is closed.

      ii. If overriding a closed LECTURE section, put the permission on both the **lecture** and **lab** component

4. Stay on the **Permission to Add** tab. Go to the bottom of the page and enter the student's Person ID (Starts with 1 or 2) in the **ID** field. If you don't know it or only have the student's Campus ID, you can look up their Person ID by using the magnifying glass next to the field. Enter their name or their campus ID, click Look Up, and click on the correct name in the results.

5. In the **Expiration Date** field on the far right, **change the date to the 10th day of class at the latest**.
a. After the 10th day of class, the Add Permissions do not work. Students who request late adds after the 10th day will need instructor, department, and dean's office permission and will have to be added in the Records Office.

6. Do not click Save yet. If you click save here, you will get an error reminding you about checking an override box first.

7. Go to the Permission tab, check the Permission Time Period box. This overrides the expiration date listed in the Default section above and allows you to save the longer add date in the General Info tab.

8. If needed, check one or more of the boxes for the permissions you are giving (Closed Class, Requisites Not Met, Consent Required).

   b. 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 the appropriate program or has the necessary class standing. If a student has a time conflict or is auditing a class, you will still need to use the blue override form.

9. Click

10. Inform the student know they still have to register. This does not register the student; it only gives them permission to register.

11. To give permission to another student, click the on the bottom right to add another row.

12. 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" and allowed them to register without using the override.

Questions? Contact Victoria Rahn at 785-8579 or vrahn@uwlox.edu. You can also email the main email at records@uwlox.edu.