

# Electronic Overrides (Adds) thru 5<sup>th</sup> Day

## Also known as "Class Permissions"

To use from start of registration through 1<sup>st</sup> week of 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.

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

Find an Existing Value

▼ Search Criteria

Academic Institution = ▾ UWLAC 🔍

Term = ▾ 🔍

Subject Area = ▾ 🔍

Catalog Nbr begins with ▾ 🔍

Academic Career = ▾ 🔍

Campus begins with ▾ 🔍

Description begins with ▾ 🔍

Course ID begins with ▾ 🔍

Course Offering Nbr = ▾ 🔍

Academic Organization begins with ▾ 🔍

Case Sensitive

Search Clear Basic Search Save Search Criteria

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.

- 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 you are the instructor of the course.
  - 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/or if the LAB is closed.
    - ii. If overriding a closed LECTURE section, put the permission on **both the lecture and lab** component

Course ID 001881      Course Offering Nbr 1  
 Academic Institution UW-La Crosse  
 Term Spring 2022      Undergrad  
 Subject Area CHM      Chemistry  
 Catalog Nbr 104      General Chemistry II

**Class Section Data**      Find | View All      First 21 of 46 Last

Session 1      Regular Academic Session      Class Nbr 1313      Class Status Active  
 Class Section 21L      Class Type Enrollment Section  
 Component Laboratory/Studio      Instructor Carnosini, Nadia

Student Specific Permissions

**Defaults**

Expiration Date 01/28/2022      Default date that automatically gets entered below. Do not change.

Permission Valid For

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

Assign More Permissions       Generate

**Class Permission Data**      Personalize | Find | First 1-2 of 2 Last

Enter in student's Person ID. If you don't know it, look it up using the magnifying glass.  
 The magnifying glass allows you to look up by name or by Campus ID

Seq #	Number	ID	Campus ID	Name	Status	Permission Use Date	Expiration Date
1		20	9		Used	12/13/2021	01/28/2022
2					Not Used		01/28/2022

Save      Return to Search      Previous in List      Next in List      Notify      Defaults to the 5th day of class for a full semester class.

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

6. Note the **Expiration Date** of the override. You can change it if you are limiting the time the student can use it. It automatically defaults to the 5<sup>th</sup> day of class for a full semester course, which is the last day they can add classes without permission, if a seat is open.
  - a. **IMPORTANT:** remember that students have registration appointments with start times that vary. Please be sure not to change the expiration date to a date before the time that student can register, and to give the students a reasonable amount of time in which to register.
7. Click on the **Permission** tab, and check the override box(es) 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.** Overriding admission to a specific program or class standing (sophomore standing, etc) 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 override form for audits, time conflicts, and/or overriding more than 18 credits.

**Class Permission Data** Personalize | Find | First 1-2 of 2 Last

General Info **Permission** Comments

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
1			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Return to Search Notify

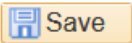

8. If you would like to add a comment to track why an override was given, you can click the Comments tab and make an entry. Entering a comment is not required.

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

General Info Permission **Comments**

Seq #	Number	ID	Comments
1		200212242	Student taking the prereq at UWEC in Summer Term

Save Return to Search Notify

9. Click  at the bottom of the page.
10. **Inform the student that they still have to register.** A class permission does not register the student; it only gives them permission to register.
11. To give permission to another student, click the  button 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 didn't 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@uwlax.edu](mailto:vrahn@uwlax.edu). You can also email the main email at [records@uwlax.edu](mailto:records@uwlax.edu).**