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.
- Classes in the DYN session (dated with unique start/end dates, otherwise known as dynamically dated classes) must use the paper drop/add form. The electronic permissions do not work on those specially dated classes.

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**: 2221 (Summer 2021) or 2224 (Fall 2021) or 2226 (Winter 2022) or 2227 (Spring 2022)
      i. Each term has a 4-digit numeric code. Some examples are above.
      ii. If you don't know the code, click on the magnifying glass next to the Term field to look it up.
   c. **Subject**: ENG (prefix of course you are teaching)
   d. **Catalog Nbr**: 110 (course number 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.
<table>
<thead>
<tr>
<th>Sequence</th>
<th>Number</th>
<th>ID</th>
<th>Campus ID</th>
<th>Name</th>
<th>Status</th>
<th>Permission Use Date</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>9</td>
<td></td>
<td></td>
<td>Used</td>
<td>03/28/2020</td>
<td>01/31/2020</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>9</td>
<td></td>
<td></td>
<td>Not Used</td>
<td>02/07/2020</td>
<td>02/07/2020</td>
</tr>
</tbody>
</table>

Change date to 10th day of classes

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. **Please note that 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 SAVE YET.** Do the next step 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. Also, check one or more of the boxes for the permissions you are giving (Closed Class, Requisites Not Met, Consent Required), if needed.

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 **Save**
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@uwlax.edu. You can also email the main email at records@uwlax.edu.