Adding a Course Based on a Registration Override

If you are on a waitlist for a course and you have not yet been advised that a seat has become available, you may take the following actions to attempt to register for the course:

- Contact the primary faculty member for the course by email, phone, or in person and request a capacity override for the course.

- If the faculty member approves the override (s/he will enter the override directly into the registration system)

    o You can view/confirm the fact that the override has been approved by logging on to the system in the usual fashion, and navigating to the self-service student system.

        ▪ Click on the Registration link
        ▪ Click on the Registration Status link

        ▪ Scroll to the middle of the screen. If the override has been approved, you will see it listed in this section:

Registration Permits and Overrides			
Permit/Override	**CRN**	**Subject**	**Course**

    o If the override has been approved, you can register for the course by:
        ▪ Click on the Registration link
        ▪ Click on the Add or Drop Classes link
        ▪ Click on the pull-down arrow next to the waitlisted course. You will see the option to select **Registered**. Select this option and click "Submit Changes":

Personal Information	Student

Search [   ] [Go]

Add or Drop Classes

☐ To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Wait Listed on Aug 24, 2011	**Registered** ▾	1001	BUAD	2185	0	Undergraduate	0.000	Standard Letter	Law of Contracts & Sales

Total Credit Hours: 0.000
Billing Hours: 0.000
Minimum Hours: 0.000
Maximum Hours: 999999.999
Date: Aug 24, 2011 08:49 am

- You should now see the Status of the course has changed to **Registered** as below:

Add or Drop Classes

☐ To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-dow

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on Aug 24, 2011	None ▼	1001	BUAD	2185	0	Undergraduate	3.000	Standard Letter	Law of Contracts & Sales

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 999999.999
Date: Aug 24, 2011 08:54 am