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)
  - 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:

      | Permit/Override | CRN | Subject | Course |
      |-----------------|-----|---------|--------|

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

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crcs</th>
<th>Sec Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registered</strong> on Aug 24, 2011</td>
<td>None</td>
<td>1001</td>
<td>BUAD</td>
<td>2185</td>
<td>0</td>
<td>Undergraduate 3.000 Standard Letter Law of Contracts &amp; Sales</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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