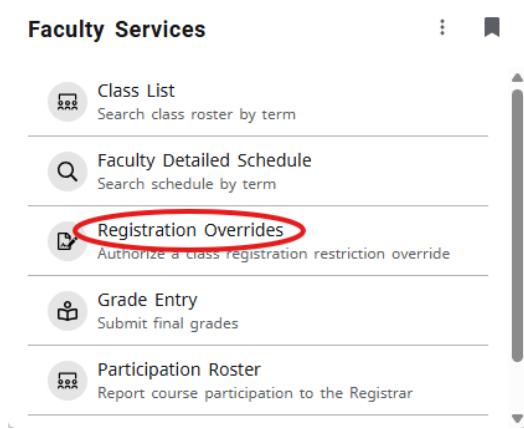


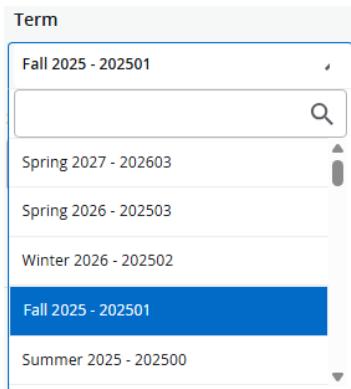
## Step-by-Step Guide Entering Registration Overrides

**Important Note:** Granting an override **does not** register the student for the class. The student must still log into their portal and through Experience complete the registration process to finalize their registration in the class.

From your **Portal**, open **Experience**, navigate to the **Faculty Class Management** card, then click on **Registration Overrides**.



In **Student and Advisee ID Selection** area, use the drop-down menu to select the **Term** for which the override is being requested (e.g., *Fall 2025*).



Next enter one of the following:

- Student ID
- Student Last Name and/or First Name
  - Tip: The system does allow the use of a % as a wildcard for name searches. Click **Submit**.

A screenshot of a search interface. It has three input fields: 'Student or Advisee ID', 'Last Name', and 'First Name'. Below these fields is a 'Search Type' section with radio buttons for 'Students', 'Advisee', 'Both', and 'All'. At the bottom right is a blue 'Submit' button, which is circled in red.

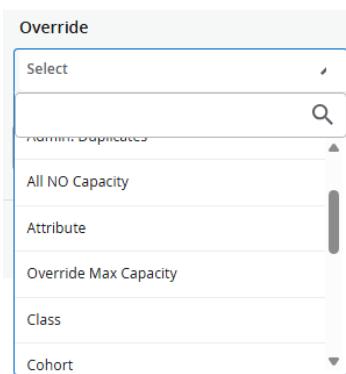
A list of matching students (or the single student if you use the ID) will appear. Click on the student's name to select them and proceed.

Student and Advisee Selection

ID	Name
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

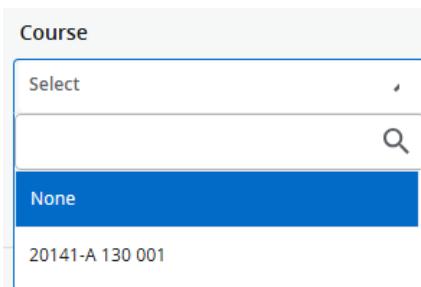
You will now be on the **Registration Overrides** page for the selected student and term.

From the **Override** drop-down menu, select the specific type of override you wish to grant.



From the **Course** column drop-down menu, select the specific **Course/CRN** (Course Reference Number) for which the override applies. Click **Submit**.

- **Note:** Only courses where you are the primary instructor for the selected term will appear.



A student may require **multiple overrides** to successfully register for a class. For example, a student might need both a "**Time Conflict**" override and a "**Prerequisite**" override.

- You must enter each necessary override individually using the **+ Add Override** button for the same class.
  - To save time, you can select the **All No Capacity** override. This single selection grants permission for all restrictions (e.g., Prerequisites, Time Conflict, Class, Major, etc.) **EXCEPT** for a Capacity override.

## Capacity Overrides:

- **Important Note:** After the wait-listing process concludes (typically the **3rd day of the term**), the following overrides are available:
  - Capacity: If the class is full, you can select and enter the "**Capacity**" override separately.
    - To save time, you can select the **All Including Capacity** override. This selection grants permission for all restrictions and **INCLUDES** the capacity restriction.

If the student requires more than one type of override for the same course (e.g., Capacity and Prerequisite), click the **+ Add Override** button. Repeat the steps above for the additional override(s).

A light gray rectangular button with a blue circular icon containing a white plus sign on the left, and the text "Add Override" in blue to its right.

Once all necessary overrides are entered, click the **Submit** button. A confirmation message (green) will appear at the top of the page (e.g., **Save Successful**).

A green horizontal bar with a white checkmark icon on the left and the text "Save Successful" in white.

The overrides you just entered will now be displayed in the **Current Student Overrides** section on the bottom half of the screen.

Current Student Overrides				
Override	Course	Activity Date	Entered by	
All NO Capacity	20141 - A	12/05/2025		

**Communicate with the student** that the override has been granted. Remind the student that they **must** log into their portal and through Experience complete the registration process to finalize their registration in the class.