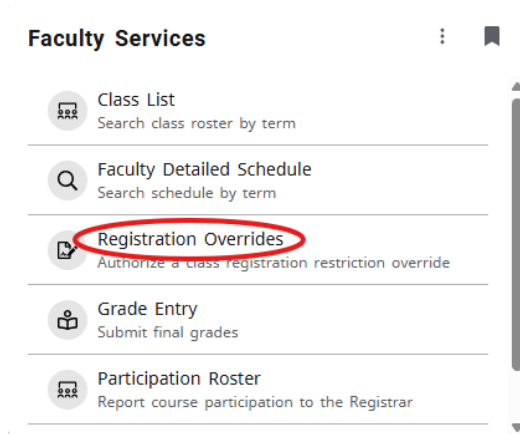


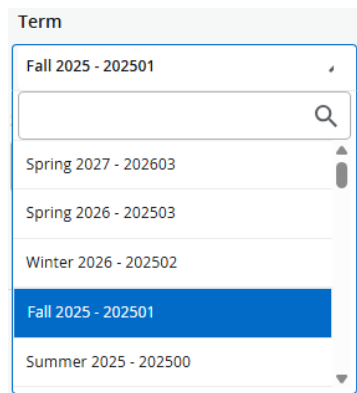
## Step-by-Step Guide Entering Registration Overrides

**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**.

Student or Advisee ID	OR	Last Name	First Name	Submit
<input type="text"/>		<input type="text"/>	<input type="text"/>	
Search Type				
<input type="radio"/> Students <input type="radio"/> Advisee <input type="radio"/> Both <input checked="" type="radio"/> All				

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
██████	████████████████████

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.

**Override**

Select

Admin Overrides

All NO Capacity

Attribute

Override Max Capacity

Class

Cohort

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.

**Course**

Select

None

20141-A 130 001

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.

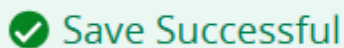
## Capacity Overrides:

- **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).



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**).



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.