When a course is filled or the student doesn't have the correct prerequisite, this area can be used to authorize the student to register for the course.

✝ Click the **Course Overrides** link under **Faculty Tools** in the **My Tools** area.

✝ The **Course Overrides** window will display (see illustration below).

★ Select the term for which the override is to be granted.

★ Click the **Course List** link at the bottom of the window.

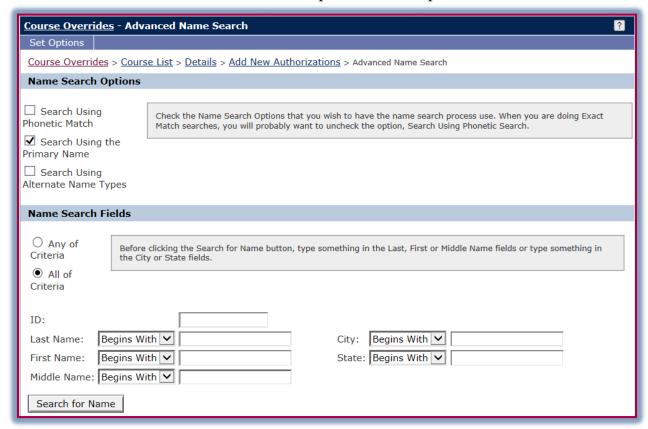✝ The **Course Overrides – Course List** window will display.

✝ Click the **All Courses I Can Authorize** option button.

✝ Click the **Program** list arrow to select from **All**, **Graduate**, or **Undergraduate**.

✝ Click the **Department** list arrow to select a department to search.

★ It is strongly recommended that you select a department.
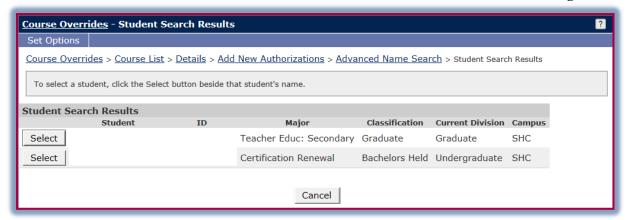
★ This will narrow the search.

★ After all the options have been chosen, click the **Search** button.
✝ The **Course Overrides-Details** window will display (see illustration on previous page).
✝ Click the **Add New Authorizations** link to add the authorization for the course.
✝ The **Course Authorization – Add New Authorizations** window will appear (see illustration below).

Course Overrides - Add New Authorizations   [?]
Set Options
Course Overrides > Course List > Details > Add New Authorizations

Edu Technology & Assistive

Fall - 2015   Undergraduate   Undergrad 2015-2016   1 Credits
Capacity:20   Enrollment:12   Waitlisted:0

Add Authorization

To add an authorization for this course, you must first search for a student by entering their name and/or ID in the fields below.
Last Name: [   ]   First Name: [   ]   ID: [   ]   [Search]   Advanced Search

✝ Input the required information into the proper boxes.
✝ Click the **Search** button to locate the student.
✝ Click the **Advanced Search** button to specify additional criteria for the search.
  ★ The information shown in the illustration below will display.
  ★ Click the A**uthorization Condition** that pertains to this particular student.

Course Overrides - Advanced Name Search   [?]
Set Options
Course Overrides > Course List > Details > Add New Authorizations > Advanced Name Search

Name Search Options

☐ Search Using Phonetic Match   Check the Name Search Options that you wish to have the name search process use. When you are doing Exact Match searches, you will probably want to uncheck the option, Search Using Phonetic Search.
☑ Search Using the Primary Name
☐ Search Using Alternate Name Types

Name Search Fields

○ Any of Criteria   Before clicking the Search for Name button, type something in the Last, First or Middle Name fields or type something in the City or State fields.
⦿ All of Criteria

ID: [   ]
Last Name: [Begins With ▼] [   ]   City: [Begins With ▼] [   ]
First Name: [Begins With ▼] [   ]   State: [Begins With ▼] [   ]
Middle Name: [Begins With ▼] [   ]

[Search for Name]

✱ Click the **Search for Name** button to locate the student for whom the override is to be granted.

✟ Click the **Select** button next to the student's name to whom the override is to be granted.

Course Overrides - Student Search Results

Set Options

Course Overrides > Course List > Details > Add New Authorizations > Advanced Name Search > Student Search Results

To select a student, click the Select button beside that student's name.

Student Search Results

	Student	ID	Major	Classification	Current Division	Campus
Select			Teacher Educ: Secondary	Graduate	Graduate	SHC
Select			Certification Renewal	Bachelors Held	Undergraduate	SHC

Cancel

✟ Select the condition under which the override is to be granted. These are:
  ✱ **Capacity** – The maximum number of seats for the course have been reached.
  ✱ **Schedule Conflict** – The student has another class at the same time as the one for which the override is being granted.
✟ Click the **Add Authorization(s)** button.
✟ Permission will be granted for the student to register for the course.
✟ Click the **Course Overrides** button to return to the **Course Overrides** window.
✟ Click the **Faculty Tools** link to return to the **Faculty Tools** window.
✟ Click the **Home Tab** to return to the main **My Siena** page.