**Faculty Tools - Course Overrides**

**Course You Do Not Teach**

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).

![Course Overrides Window](image)

- 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.

![Course Overrides - Course List](image)

- 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).

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 **Authorization Condition** that pertains to this particular student.
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.

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.