

Faculty Tools-Course Overrides Course Taught by Instructor

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).

The screenshot shows the 'Course Overrides' window. At the top, there is a 'Set Options' tab. Below it, a message states: 'Students may be authorized to register for a course even if the course is full or if the student does not meet a requisite or has a schedule conflict. Click on a course to view authorizations or to add authorizations for that course.' There is a 'Term:' dropdown menu set to 'FA 2015' and a 'Course Program:' field set to 'All'. Below this is a table for 'Faculty: Wanda Ilene House' with columns for 'Course', 'Catalog', and 'Total Authorizations'. The table lists two courses: SED421-AA (UG15) with 0 authorizations, and SED521-AA (GR15) with 0 authorizations. At the bottom, there is a 'Course List' link.

Course	Catalog	Total Authorizations
SED421-AA	UG15	0
SED521-AA	GR15	0

- ★ 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.

The screenshot shows the 'Course Overrides - Course List' window. It has a 'Set Options' tab and a breadcrumb trail: 'Course Overrides > Course List'. A message is displayed: 'Students may be authorized to register for a course even if the course is full or if the student does not meet a requisite or has a schedule conflict. Click on a course to view authorizations or to add authorizations for that course.' The 'Term:' dropdown is set to 'FA 2015'. Below this is a 'Show' section with a radio button selected for 'Courses I am teaching'. An inset window titled 'Course Overrides - Details' is overlaid on the right. It has a 'Set Options' tab and a breadcrumb trail: 'Course Overrides > Course List > Details'. The details for 'Edu Technology & Assistive' are shown: 'Fall - 2015 SED421-AA Undergraduate Undergrad 2015-2016 1 Credits', 'Capacity:20 Enrollment:11 Waitlisted:0'. Below this is a 'Course Authorization Totals:' section with a 'Show' dropdown set to 'All Conditions' and an 'Add New Authorizations' link. At the bottom, it says 'Authorizations Granted' and 'No Course Authorization data was found.'

Override a Course You Teach

- ✚ Click the **Courses I am teaching** option button.
- ✚ Click the check box for the course for which the authorization is to be granted.
- ✚ The **Course Overrides-Details** window will display (see illustration above).
- ✚ 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 which 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.