

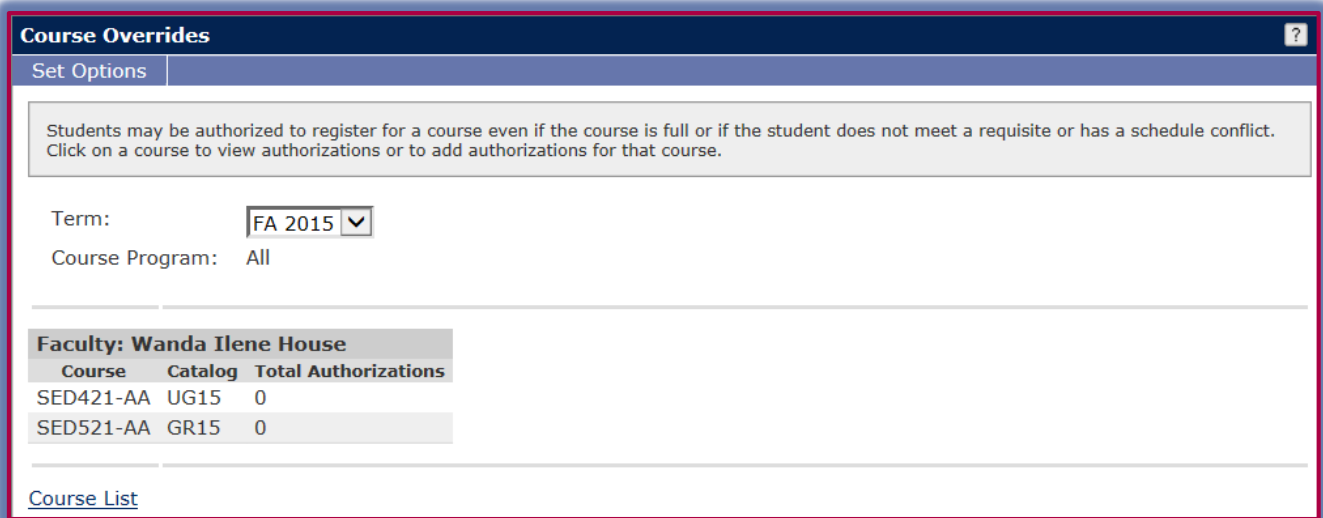
FACULTY TOOLS-COURSE OVERRIDES-REMOVE AUTHORIZATION

Once a Course Override has been granted for a student it can be removed by following these steps.

✚ Log into **My Siena**.



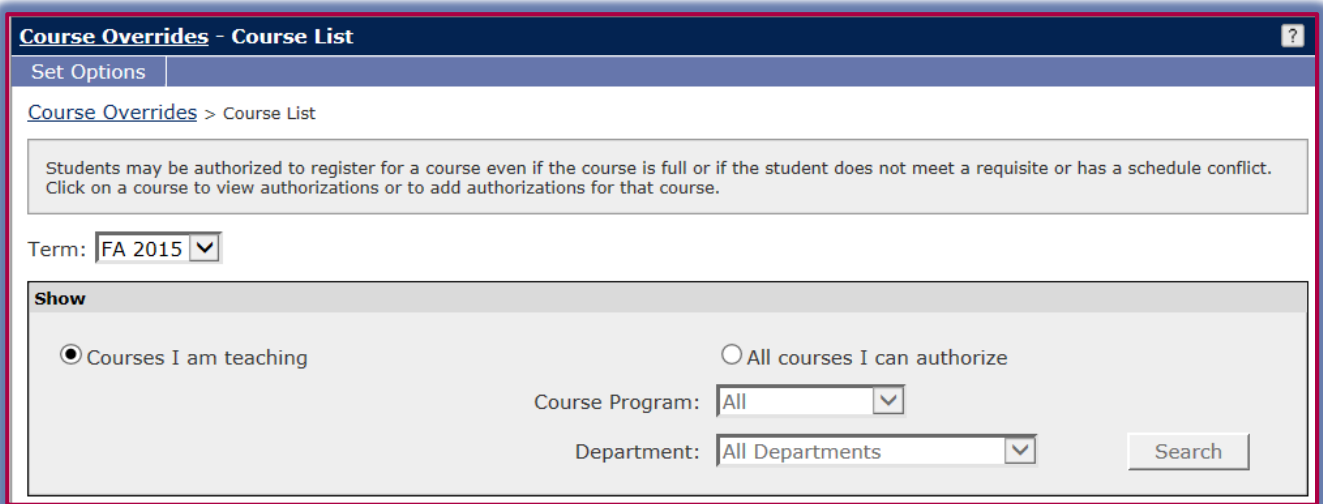
- ✚ Click **Course Overrides** in the **Faculty Tools** category under **My Tools**.
- ✚ The **Course Overrides** window will display.

A screenshot of the "Course Overrides" window. The window has a title bar "Course Overrides" with a help icon. Below the title bar is a "Set Options" tab. A text box contains the instruction: "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." Below this is a "Term:" dropdown menu set to "FA 2015" and a "Course Program:" label with the value "All". A table shows the faculty name "Wanda Ilene House" and a list of courses with their catalog numbers and total authorizations.

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

At the bottom of the window is a "Course List" link.

- ✚ Select the **Term** for which the **Override** is to be removed.
- ✚ Click the **Course List** link at the bottom of the window.
- ✚ The **Course Overrides-Course List** window will display.

A screenshot of the "Course Overrides - Course List" window. The window has a title bar "Course Overrides - Course List" with a help icon. Below the title bar is a "Set Options" tab. The breadcrumb "Course Overrides > Course List" is displayed. A text box contains the instruction: "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." Below this is a "Term:" dropdown menu set to "FA 2015". A "Show" section contains two radio buttons: "Courses I am teaching" (selected) and "All courses I can authorize". Below the radio buttons are two dropdown menus: "Course Program:" set to "All" and "Department:" set to "All Departments". A "Search" button is located to the right of the department dropdown.

- ✚ Click the link for the course for which the override is to be removed.
- ✚ Click the check box next to the name of the student for whom the authorization is to be removed.
- ✚ Click the **Remove Authorizations** button.

Authorizations Granted						
Remove	Student	ID	Condition	Reason	Date Added	Added By
<input type="checkbox"/>			Capacity	Instructor Approved	06/25/2015	House, Wanda Ilene

Remove Authorizations

- ✚ The authorization will be removed and the name of the student will be removed from the list.
- ✚ To return to the **My Siena Main Page**, click the **Home** tab.