In this area, faculty can authorize a student 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.

† Log into My Siena.
† Click Course Overrides in the Faculty Tools category under My Tools.
† Select the Term for which the Override is to be granted.
† Click the Course List link at the bottom of the window (see illustration below).

† The Course Overrides-Course List window will display (see illustration below).
† Click one of the two option buttons.

- Courses I Am Teaching – These are the courses that appear in the schedule that you are authorized to teach.
- All Courses I Can Authorize – This will provide a list of courses for which you can grant an override.

† Click the course for which the Override is to be granted.
† The Course Overrides–Details window will display.
† A list of the overrides for the selected course will appear under Authorizations Granted.
† Click the Course Overrides link in the Breadcrumb Trail at the top of the window to return to the Course Overrides page.