

Faculty Tools-Course Overrides

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 are two dropdown menus: 'Term:' set to 'FA 2015' and 'Course Program:' set to 'All'. Below these is a section for 'Faculty: Wanda Ilene House' containing a table with columns '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 its own 'Set Options' tab and breadcrumb trail: 'Course Overrides > Course List > Details'. It shows details for 'Edu Technology & Assistive' for 'Fall - 2015', course 'SED421-AA', 'Undergraduate', 'Undergrad 2015-2016', and '1 Credits'. It also shows 'Capacity:20', 'Enrollment:11', and 'Waitlisted:0'. Below this is a 'Course Authorization Totals:' section with a 'Show' dropdown set to 'All Conditions' and a link for 'Add New Authorizations'. At the bottom, an 'Authorizations Granted' section states 'No Course Authorization data was found.'

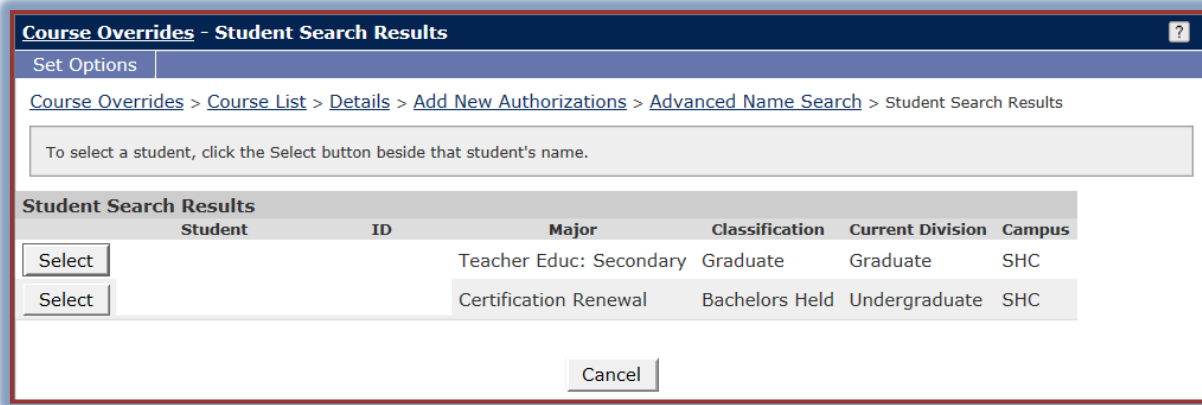
Override a Course You Teach

- ✚ 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.



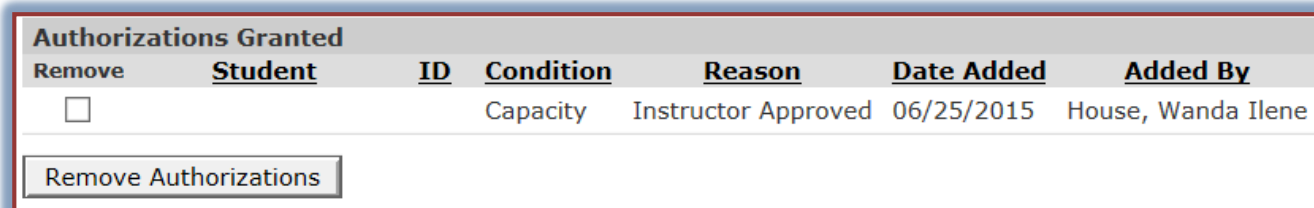
- ✦ Select the condition under which the override is to be granted. These are:
 - ★ **Capacity** - The maximum number of seats for the course have been reached.
 - ★ **Schedule Conflict** - The student has another class at the same time as the one for which the override is being granted.
- ✦ Click the **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.

Override a Course You Do Not Teach

- ✦ 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 rest of the process is the same as for overriding a course that you teach.
- ✦ Authorization privileges are granted by the Registrar, and may not be available for everyone.
- ✦ To return to the **My Siena Main Page**, click the **Home** tab.

Remove Authorization

- ✦ 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.



- ✦ 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.

Use Set Options

When the options for Course Overrides are changed it will affect all the override portlets on all the pages of the site.

- ✦ Click the **Set Options** tab in the **Course Overrides** area.
- ✦ The **Set Options** window will display (see illustration below).

Course Overrides - Set Options

[Course Overrides](#) > [Course List](#) > Set Options

Portal User Options

Changing these user options will affect this portlet on all pages in the portal.

Name Search Options

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 Phonetic Match

Search Using Primary Name

Search Using the Alternate Name Types

Default Authorizations Sort Order

To indicate the column by which the Authorizations Granted should sort when the Course Authorization Details screen displays, select one of the values from the drop down.

Sort Column:

- ✦ Under **Name Search Options**, click one or more of the check boxes.
 - ★ **Search Using Phonetic Match** – This option will search for a name that sounds like the one that is input. When using the other two options, it is a good idea to uncheck this option.
 - ★ **Search Using Primary Name** – This option is used to search for the student using the primary name as it is listed in the CARS database.
 - ★ **Search Using the Alternate Name Types** – In CARS, it is possible to input a different name for a student, such as their maiden name. This option will allow the advisor to search by the alternate name.
- ✦ To indicate the column by which the **Authorizations Granted** should **sort** when the **Course Authorization Details** screen is displayed, click the **Sort Column** list arrow and select one of the options; **Student**, **Condition**, or **Reason**.
- ✦ When all the options have been selected, click the **Save** button.