

Course Override

This guide outlines the steps needed to set up a course registration override to permit a student or students to enroll for a course. This process can be described in three steps: locating the course and section, selecting (checking) the appropriate overrides, and adding the student(s). Please remember that these overrides are course and section specific.

Before you begin, it would be useful to have the professor provide you with a list of the student ID numbers, which you will need.

1. Log in to iSIS: go.tufts.edu/isis
2. Navigate to **Records and Enrollment > Term Processing > Class Permissions > Class Permissions**. The Class Permissions page displays and the Academic Institution field should default to TUFTS.

Step 1: Locate the class and section

3. Enter the **Term**.
4. Enter the **Subject Area**.
5. Enter the **Catalog Nbr**.
6. Click **Search**. The Permission to Add page displays.
7. Make sure to locate the correct class section. The overrides you select are course and section specific. If needed, click **View All** to see all sections. In the graphic below, there are three class sections to choose from.

Academic Institution:	= ▾	TUFTS	
Term:	= ▾	2148	
Subject Area:	= ▾	CH	
Catalog Nbr:	begins with ▾	0188	

Class Section Data				Find View All	First	1 of 3	Last
Session:	1	Regular Academic Session	Class Nbr:	80512	Class Status:	Active	
Class Section:	11		Class Type:	Enrollment Section			

8. In the Defaults area, check the default **Expiration Date** field and adjust if necessary.

▼ Defaults	
Expiration Date:	09/16/2014

Step 2: Selecting (checking) the appropriate overrides

The Permission Valid For field contains five values and these display as unchecked. This is a change from last year when they displayed as selected or checked.

9. In the Permission Valid For field, check the appropriate override box(es).

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Closed Class (e.g. student can register even though the class is closed)
- Requisites Not Met (e.g. student can register even though s/he is not in the “correct” major)
- Consent Required (e.g. student can register even though instructor consent is required)
- Career Restriction (e.g. student can register even though they might be an undergrad)
- Permission Time Period (e.g. student can register even though the class conflicts with another scheduled class)

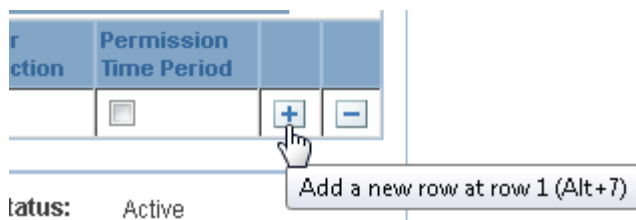
Step 3: Add the students

10. At the base of the window, in the Class Permission Data area, click the **Permission tab**. You should see the same override(es) checked as you selected in step 9 above.

Class Permission Data					
General Info		Permission	Comments		
Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required
1		<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

11. In the **ID** field, enter the student ID.

12. Optional: To add another student to the same class and section, click the Add a new row tool.



13. At the base of the page, click **Save**.

If you receive an “At least one override must be selected...” error message, check to make sure that you followed step 9 above (at least one box was checked) and that you followed step 10 instructions above (entered the student ID numbers on the Permissions tab).

If you need to check back to see if a student did indeed try registering for the class, the General Info tab, Status field will display Used, Not Used, or Used and Dropped.

	Status
indy	Not Used