Redcards – Entering Course Overrides

Registrar’s Office | August 2022

1. Go to Web4.

2. Enter Secure Area

   Please report any questions or problems to the IT!
   
   Enter Secure Area
   Class Schedule
   Course Catalog
   New Non-Degree Student Application

3. Enter your ID# and PIN. Click “Login”.

   User Login
   
   Please enter your identification System, then the pin is reset to
   For assistance with your PIN plea
   When you are finished, please e
   
   User ID: ************
   PIN: ************
   Login  Forgot PIN?

4. Choose the Faculty Services tab > Student Menu > ID Selection > Select appropriate term. Submit.
5. Enter student ID#. Submit.

**ID Selection**

Enter the ID of the Student/Advisee you want to process then press the Submit ID button.

**Student or Advisee ID:**

OR

**Student and Advisee Query**

Last Name:

First Name:

Search Types:  
- Students
- Advisees
- Both

Submit  Reset

Once you have submitted the ID#, verify the correct student information has been entered. Submit.

**Please note:** The name search function only works in certain situations and never if they are not your advisee so best to disregard this as an option.

**Student Verification**

Verify your selection is correct by clicking OK.

**Admissions Student** is the name of the student or advisee that you selected.

Submit

6. View Student Schedule.

**Student Information**

Term Selection  ID Selection  View Student Information  View Student Address and Phones  View Student E-mail Address  View Student Schedule  Display Advisee List
7. Choose Registration Overrides.

View Student Schedule

Information for Admissions Student
- Click on a student's name to view their address(es) and phone(s).

Current Schedule
- No schedule available for selected term.

Return to Previous

8. Choose the appropriate override and the appropriate class for which the override should be applied.

Faculty Registration Permits/Overrides

Information for Admissions Student
- Welcome to the Faculty Registration Permits/Overrides Worksheet.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

<table>
<thead>
<tr>
<th>Override</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Override all restrictions</td>
<td>None</td>
</tr>
<tr>
<td>Override class restriction</td>
<td>None</td>
</tr>
<tr>
<td>Override enrollment limit</td>
<td>None</td>
</tr>
<tr>
<td>Override instructor sig requir</td>
<td>None</td>
</tr>
<tr>
<td>Override major restriction</td>
<td>None</td>
</tr>
<tr>
<td>Override prerequisites</td>
<td>None</td>
</tr>
<tr>
<td>Time Conflict Override</td>
<td>None</td>
</tr>
</tbody>
</table>

Please do not choose 'All' unless appropriate to allow the student in the course no matter the reason. Instead you can choose more than one override. Submit.

<table>
<thead>
<tr>
<th>Override</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Override enrollment limit</td>
<td>17266 - ENGL 1100 26</td>
</tr>
<tr>
<td>Override major restriction</td>
<td>17266 - ENGL 1100 26</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>
9. Verify the overrides that were submitted are correct. Submit.

```
Faculty Registration Overrides Confirmation

Below are the override requests you entered. Please confirm by clicking Commit Changes.

Registration Overrides

<table>
<thead>
<tr>
<th>Override</th>
<th>CRN</th>
<th>Course Number</th>
<th>Section</th>
<th>Student</th>
<th>Activity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Override enrollment</td>
<td>17266</td>
<td>ENGL</td>
<td>1100</td>
<td>26</td>
<td>Admissions Student</td>
</tr>
<tr>
<td>override major</td>
<td>17266</td>
<td>ENGL</td>
<td>1100</td>
<td>26</td>
<td>Admissions Student</td>
</tr>
</tbody>
</table>

Submit
```

10. Once complete, the following will display. The student is now able to register themselves.

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Faculty Registration Permits/Overrides

Information for Admissions Student

Welcome to the Faculty Registration Permits/Overides Worksheet.

The registration overrides you entered have been saved successfully.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.
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