Instructions for course overrides (a.k.a. electronic red cards)

To enter an override:

- Go to [web4.fitchburgstate.edu](http://web4.fitchburgstate.edu)
- Click “Enter Secure Area”
- Enter User ID, enter PIN, click “Login”
- Click “Faculty Services”
- Click “Student Menu”
- Click “ID Selection”
- Select term and submit
- Enter Student or Advisee ID (or Social Security Number)
- Search type should always be “both”
- Students name will come up, click submit

OR if you do not have the student ID, you can search by name only if the student is registered in the term you are searching in:

Search by student and Advisee Query
- Enter Last Name, First Name, check Students or Advisees or All, click “Submit”.

Verify that student name is correct, click “Submit”
- Click “View Student Schedule”
- Scroll to bottom. Click “Registration Overrides”
- In Override column, select from the dropdown menu the type of override to be applied.

*If a code intended to override a single restriction is used (ex: ‘EN’, override enrollment limit), please be aware that other restrictions may still prevent registration.

If a code intended to override all registration errors is used (‘AL’), be sure that you intend for the student to be permitted to register for the class regardless of any restrictions (capacity, prerequisites, co-requisites, linked courses, class, major).

In the course column, select from the dropdown menu the course to which this override is to be applied, click “Submit”.

**EN** : Override enrollment limit on course (course fully enrolled)
**MA** : Override major restriction on course (course restricted to students in certain majors)
**PR** : Override pre-requisites, co-requisites and linked course requirements on a course
**CL** : Override class restriction on a course (course restricted to students in a particular class, ex: Jr/Sr status required)
**AL** : Override ‘all’ restrictions (capacity, prerequisites, co-requisites, linked courses, class, major)
**IN** : Override instructor signature requirement

*These ‘IN’ sections must be set up in advance to require an instructor’s signature.*
• Verify that Override type, course, and student are accurate, click “Submit”.
• Message “The Registration overrides you entered have been saved successfully” will display.
• Student will now be permitted to register without restrictions.