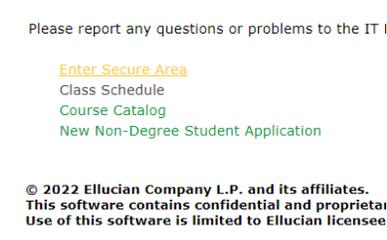


# Redcards – Entering Course Overrides

Registrar's Office | August 2022

1. Go to [Web4](#).

2. Enter Secure Area



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

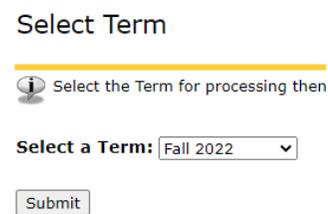
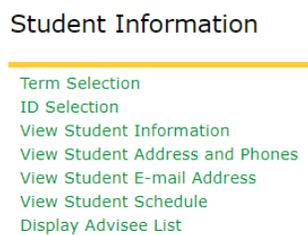
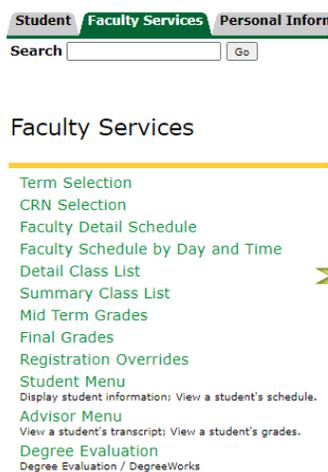
## User Login

Please enter your user Identification System, then the pin is reset to  
For assistance with your PIN please  
When you are finished, please E

User ID:

PIN:

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



5. Enter student ID#. Submit.

### ID Selection

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 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 Type:  Students

Advisees

Both

---

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

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 Verify your selection is correct by clicking OK.

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

---

6. View Student Schedule.

**Student** **Faculty Services** **Personal I**  
Search

### 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](#)

[ [ID Selection](#) | [Student Information](#) | [Registration Overrides](#) ]

## 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.

#### Registration Overrides

Override	Course
None	None
None	None
Override 'all' restrictions	None
Override class restriction	None
Override enrollment limit	None
Override instructor sig requir	
Override major restriction	
Override prerequisites	
Time Conflict Override	

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.

#### Registration Overrides

Override	Course
Override enrollment limit	17266 - ENGL 1100 26
Override major restriction	17266 - ENGL 1100 26
None	None

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

Override	CRN	Course Number	Section	Student	Activity Date
Override enrollment limit	17266	ENGL 1100	26	Admissions Student	Aug 29, 2022
Override major restriction	17266	ENGL 1100	26	Admissions Student	Aug 29, 2022

Submit

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

## Faculty Registration Permits/Overrides

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Information for [Admissions Student](#)

 Welcome to the Faculty Registration Permits/Overrides 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.