

Electronic Overrides (Adds), 6th - 10th Day

Also known as "Class Permissions"

To use during the **second week** of the semester - *prorated for shorter classes*

Before you begin, please note these policies:

- Classes shorter than a full semester class have prorated add/drop deadlines. Check with the ADA or the Records office if you aren't sure what the deadline is.
- Once permission is added, student must go into their own account and enroll. If class is closed, it will still look closed to the student. He/she will still be able to enroll if the class permission was placed correctly. Students must enroll before the expiration date expires.
- All students adding a class will require instructor permission during the second week of classes, even if the class is open. This is the "add with permission" period.

1. **WINGS navigation:** Records and Enrollment > Term Processing > Class Permissions > Class Permissions

Find an Existing Value

▼ Search Criteria

Academic Institution = ▾ UWLAC 🔍

Term = ▾ 🔍

Subject Area = ▾ 🔍

Catalog Nbr begins with ▾ 🔍

Academic Career = ▾

Campus begins with ▾ 🔍

Description begins with ▾

Course ID begins with ▾ 🔍

Course Offering Nbr = ▾ 🔍

Academic Organization begins with ▾

Case Sensitive

Search Clear Basic Search 🔍 Save Search Criteria

2. On the search page, put in
 - a. **Academic Institution:** UWLAC
 - b. **Term:**
 - i. Each term has a 4-digit numeric code. Some examples are below.
 1. 2231 (Summer 2022) or 2234 (Fall 2022) or 2236 (Winter 2023) or 2237 (Spring 2023)
 - ii. If you don't know the code, click on the magnifying glass next to the Term field to look it up.

Term 🔍

- c. **Subject:** CHM (prefix of course you are teaching)
- d. **Catalog Nbr:** 104 (course number of course you are teaching)

3. Click **Search**. When the course appears, **make sure you are on the correct section of the class**. If more than one section of a class is offered you will see 1 of ? on the right side of the top bar. Click the arrow until you find the correct section. Verify that instructor of the section is correct.
 - a. **For courses with lab components, it is the LAB that controls the enrollment.**
 - i. **Make sure you put the override permission on the correct LAB section**, especially when overriding prerequisites and if the LAB is closed.
 - ii. If overriding a closed LECTURE section, put the permission on **both** the **lecture and lab** component

Course ID 001881 Course Offering Nbr 1
 Academic Institution UW-La Crosse
 Term Spring 2022 Undergrad
 Subject Area CHM Chemistry
 Catalog Nbr 104 General Chemistry II

Class Section Data Find | View All First 21 of 46 Last

Session 1 Regular Academic Session Class Nbr 1313 Class Status Active
 Class Section 21L Class Type Enrollment Section
 Component Laboratory/Studio Instructor Carnosini, Nadia

Student Specific Permissions

Defaults
 Expiration Date 01/28/2022 Default date that automatically gets entered below. Do not change.

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

Assign More Permissions

Class Permission Data Personalize | Find | First 1-2 of 2 Last
 Enter in student's Person ID. If you don't know it, look it up using the magnifying glass.
 The magnifying glass allows you to look up by name or by Campus ID

Seq #	Number	ID	Campus ID	Name	Status	Permission Use Date	Expiration Date
1		20	9		Used	12/13/2021	01/28/2022
2					Not Used		01/28/2022

Save Return to Search Previous in List Next in List Notify Will update in next step

4. Stay on the **Permission to Add** tab. Go to the bottom of the page and enter the student's Person ID (Starts with 1 or 2) in the ID field. If you don't know it or only have the student's Campus ID, you can look up their Person ID by using the magnifying glass next to the field. Enter their name or their campus ID, click Look Up, and click on the correct name in the results.
5. In the **Expiration Date** field on the far right, **change the date to the 10th day of class at the latest**.

Class Permission Data								Personalize	Find	First	1-2 of 2	Last
General Info		Permission		Comments								
Seq #	Number	ID	Campus ID	Name	Status	Permission Use Date	Expiration Date					
1		20	9		Used	12/13/2021	01/28/2022					
2					Not Used		02/11/2022					

a. **After the 10th day of class, the Add Permissions do not work.** Students who request late adds after the 10th day will need instructor, department, and dean's office permission and will have to be added in the Records Office.

6. **Do not click Save yet.** If you click save here, you will get an error reminding you about checking an override box first.

7. Go to the **Permission** tab, check the **Permission Time Period** box. This overrides the expiration date listed in the **Default** section above and allows you to save the longer add date in the **General Info** tab.

Class Permission Data								Personalize	Find	First	1-2 of 2	Last
General Info		Permission		Comments								
Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period					
1		20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
2		20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>					


Save Return to Search Notify

8. If needed, check one or more of the boxes for the permissions you are giving (Closed Class, Requisites Not Met, Consent Required).

b. Please note the **Requisites Not Met** permission will override ALL prerequisites. You need to be very careful with that box. Some permissions like "admission to program" or overriding "class standing" must be given by the Dean's Office. Do not check that box unless you know the student is admitted to the appropriate program or has the necessary class standing. If a student has a time conflict or is auditing a class, you will still need to use the blue override form.

9. Click 

10. **Inform the student know they still have to register.** This **does not register** the student; it only gives them permission to register.

11. To give permission to another student, click the  on the bottom right to add another row.

12. You can monitor the overrides given to see when the student used the override or if they dropped the class after they initially added it. The status of "Not Used" does not necessarily mean the student is not enrolled. It may mean the student did not need the override to get in. For example, if the class was closed when the student got the override, but another student

dropped it before your student registered, the class status may have been "open" and allowed them to register without using the override.

Questions? Contact Victoria Rahn at 785-8579 or vrahn@uwlax.edu. You can also email the main email at records@uwlax.edu.