

COURSE OVERRIDES

In this area, faculty can authorize a student to register for a course even if the course is full or if the student does not meet a requisite or has a schedule conflict.

View Overrides That Have Been Granted

- ❖ Log into **My Siena**.
- ❖ Click **Course Overrides** in the **Faculty Tools** category under **My Tools**.
- ❖ Click the course for which the override is to be granted in the **Course Overrides** section of the page (see illustration next page left).
- ❖ The **Course Overrides – Details** window will display (see illustration next page right).
- ❖ A list of the overrides for the selected course will appear under **Authorizations Granted**.
- ❖ Click the **Course Overrides** link in the **Breadcrumb Trail** at the top of the window to return to the **Course Overrides** page.

Course Overrides

Setup | Set Options

[Course Overrides](#) > Course Authorization

Students may be authorized to register for a course even if the course is full or if that course.

Term: Winter - 2010
Program: All

Faculty: Wanda Ilene House

Course

- [CIS150-AA](#)
- [EDU485C-AA](#)
- [EDU485C-AB](#)
- [EDU485C-AC](#)
- [SED421-AA](#)
- [SED521-AA](#)

[Course List](#)

Course Overrides - Details

Setup | Set Options

[Course Overrides](#) > Details

Winter - 2010 CIS150-AA Undergrad 2009-2010 Credits
Capacity:0 Enrollment:0 Waitlisted:0

Course Authorization Totals:

Show

All Conditions [Add New Authorizations](#)

Authorizations Granted

No Course Authorization data was found.

Override a Course You Teach

- ❖ Click the **Add New Authorizations** link to add the authorization for the course.
- ❖ The **Course Authorization – Add New Authorizations** window will appear (see illustration below).

Course Overrides - Add New Authorizations

Setup | Set Options

[Course Overrides](#) > [Details](#) > Add New Authorizations

Winter - 2010 Undergrad 2009-2010 Credits
Capacity:0 Enrollment:0 Waitlisted:0

Add Authorization

To add an authorization for this course, you must first search for a student by entering their name and/or ID in the fields below.

Last Name: First Name: ID: [Advanced Search](#)

- ❖ Input the required information into the proper boxes.
- ❖ Click the **Search** button to locate the student.
- ❖ Click the **Advanced Search** button to specify additional criteria for the search.
- ❖ The information shown in the illustration below will display.

- ❖ Click the **Authorization Condition** that pertains to this particular student.
- ❖ Click the **Search for Name** button to locate the student for whom the override is to be granted.
- ❖ Click the **Select** button next to the student's name to which the override is to be granted.
- ❖ The **Add New Authorizations** window will display (see illustration below).
- ❖ Select the condition under which the override is to be granted. These are:
 - **Capacity** – The maximum number of seats for the course have been reached.
 - **Schedule Conflict** – The student has another class at the same time as the one for which the override is being granted.
 - **Course Requirement** – This link is used to override a prerequisite or co-requisite for a course.

- ❖ Click the **Add Authorization(s)** button.

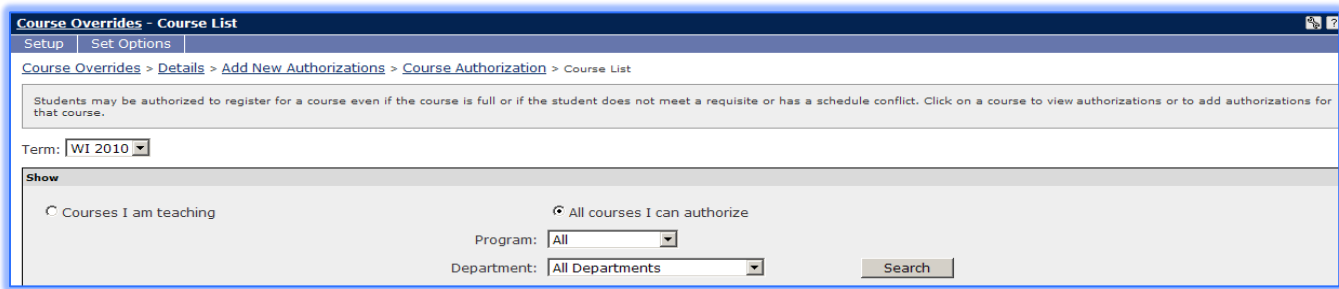
- ❖ Permission will be granted for the student to register for the course.

Override a Course You Do Not Teach

- ❖ Click the **Advisor Tools** link in the **Breadcrumb Trail**.
- ❖ In the **Course Overrides** page, click the **Course List** link in the bottom left corner of the area (see illustration below).



- ❖ The **Course Overrides – Course List** window will display (see illustration below).
- ❖ Click the **All Courses I can Authorize** option button.



- ❖ Click the **Program** list arrow to select from **All**, **Graduate**, or **Undergraduate**.
- ❖ Click the **Department** list arrow to select a department to search.
 - It is strongly recommended that you select a department.
 - This will narrow the search.
- ❖ After all the options have been chosen, click the **Search** button.
- ❖ The rest of the process is the same as for overriding a course that you teach.
- ❖ Authorization privileges are granted by the Registrar, and may not be available for everyone.
- ❖ To return to the **My Siena Main Page**, click the **Home** tab.

Remove Authorization

- ❖ Click the link for the course for which the override is to be removed.
- ❖ Click the check box next to the name of the student for whom the authorization is to be removed.
- ❖ Click the **Remove Authorizations** button.
- ❖ The authorization will be removed and the name of the student will be removed from the list.

- ❖ To return to the **My Siena Main Page**, click the **Home** tab.

Set Options

- ❖ Click the **Set Options** tab in the **Course Overrides** area.
- ❖ The **Set Options** window will display (see illustration below).

Course Overrides - Set Options

Setup

Course Overrides > Set Options

Portal User Options

Changing these user options will affect this portlet on all pages in the portal.

Name Search Options

Check the Name Search Options that you wish to have the name search process use. When you are doing Exact Match searches, you will probably want to uncheck the option, Search Using Phonetic Search.

Search Using Phonetic Match

Search Using Primary Name

Search Using the Alternate Name Types

Default Authorizations Sort Order

To indicate the column by which the Authorizations Granted should sort when the Course Authorization Details screen displays, select one of the values from the drop down.

Sort Column: Student

Save Cancel

- ❖ Under **Name Search Options**, click one or more of the check boxes.
 - **Search Using Phonetic Match** – This option will search for a name that sounds like the one that is input. When using the other two options, it is a good idea to uncheck this option.
 - **Search Using Primary Name** – This option is used to search for the student using the primary name in the CARS database.
 - **Search Using Alternate Name Types** – In CARS, it is possible to input a different name for a student, such as their maiden name. This option will allow the advisor to search by the alternate name.
- ❖ To indicate the column by which the **Authorizations Granted** should **sort** when the **Course Authorization Details** screen is displayed, click the **Sort Column** list arrow and select one of the options; **Student**, **Condition**, or **Reason**.
- ❖ When all the options have been selected, click the **Save** button.