Issuing Course Overrides
Departments and Colleges place registration restrictions on courses for a variety of reasons, such as requiring that certain prerequisites be completed, controlling course capacity, and monitoring enrollment in individualized programs. It is not uncommon for a student to need multiple overrides for a given course, such as a Prerequisite override combined with a Corequisite override, or a Major Code override combined with a Department/Instructor override. Advisors can see the course prerequisites, restrictions and attributes for a course in the class schedule to determine what override(s) a student might require. Registration Add Errors display one at a time as the student resolves the errors, and each error message contains instructions for resolving that error.

Faculty and staff who are authorized can log in to ozone.ou.edu and click on The Book link on the Home tab.
click the **Faculty and Staff** tab and click the **Special Permissions/Overrides** link to access The Book to issue course special permissions and overrides.

Note: Only authorized personnel are able to view The Book. The choices in the left-hand navigation bar are determined by the user’s level of access.
Click the **Overrides** link in the left navigation column. You will be prompted to load a person.

Search for a student by **Name or Sooner ID**.

Select student by double-clicking on their **Sooner ID**.
Select the **Overrides** link.

Select a term and click the **Select Term** button.

Select the **Create Student Override** link.
Options in the drop-down boxes are based on your authorizations.

Select a **Campus**

Select a **Department**

Select a **Course Number**

Select **College** of the Course

Select **Subject**

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Create Student Override

**Term:** Fall 2013

- **Campus:** Norman - Main Campus
- **College:** College of Arts and Sciences
- **Department:** English
- **Subject:** ENGL
- **Course:** Select One
- **Override:** (Optional, must be a 3 digit numeric value)
- **Section:** Please enter list of Sooner IDs here. Otherwise, override permissions will be created for Student Test: 112130909.

*Please use (; | | | ) space, tab and/or line return as separators while entering multiple Sooner IDs.*
Select type of **Override**.

Overrides with an * lift more than one restriction.

**Types of Overrides:**
- Capacity – Class full override – allows student to enroll in a full class
- Classification – overrides course classification restrictions, such as sophomore standing, junior standing, senior standing, etc.
- College Restriction – overrides any college, program, degree, or field of study (major) restrictions on the course*
- College Restriction on Upper-Division – overrides upper-division course restriction
- Corequisite – overrides course corequisite restriction
- Degree Exception – overrides any department, college, program, degree or field of study (major) restrictions on the course*
- Department/Instructor – overrides any instructor or department Special Permission.
- Duplicate Course – allows student to enroll in two courses with the same subject and number in the same semester
- Honors – overrides Honors course restriction.
- Major Code – overrides any department, college, program, degree or field of study (major) restrictions on the course*
• Major Program Exception – overrides any college, program, degree or field of study (major) restrictions on the course*
• Prerequisite – overrides course prerequisite restrictions
• Special Permission – overrides course special permission restriction
• Graduate or Law Course – allows student to enroll in course restricted to graduate or Law students
• Time Conflict - restricted to Enrollment Services. Student will need to get written permission from one of the instructors of one of the sections involved and bring it to OU Enrollment Services office in Buchanan Hall room 230.
• Campus – overrides campus course restriction. Restricted to Enrollment Services.

See also Course Overrides and the Registration Errors They Resolve for more information.

Section is optional. Leave 'blank' to allow for any section.

Click the Create button.
Override was successfully created 'line' confirms Override task is complete.

Course Overrides do not expire. To inactivate an Override, select the **Student Override List** tab.

Find the override you want to delete and click on the **Delete** button.
Click OK.

**Student Override deleted** 'line' confirms Delete is complete.

Select **Student Override Audit Trail** to see a history of the student’s Overrides for the selected term.

The list for that student will look like this.
Search Course Overrides
To see what course overrides have been issued to a student, and who issued them, click the Search Overrides link in the left-hand navigation bar.

Select any combination of the criteria and click Search Overrides.

For example, to see what course overrides have been issued to Student Test 112132859 for fall 2010: select Fall 2010 term, type the Sooner ID in the Student field, and click Search Overrides.

August 26, 2013