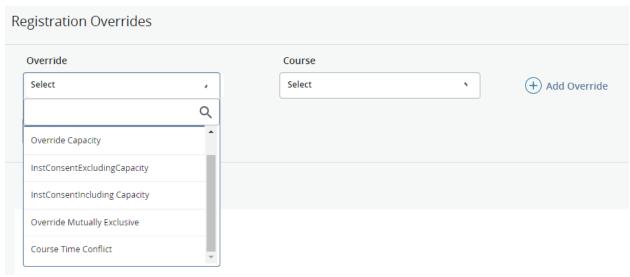# Student Registration Permit-Override in URSA

- Logon to Ursa at https://ursa.unco.edu using your network username and password.
  - Click on the **Employee** tab.
  - Under **Faculty & Advisor Tools**, click on **Registration Overrides.**
  - Select the term using the **Select the Term** drop-down menu**.**
  - Enter the student ID number if it is known or do a search using the student's name and click on **Submit.**
  - Click on the student's name from the choices listed under Student and Advisee Selection once you have verified which student you want to provide the override for.
  - Using the drop-down menu under **Override** choose either:
    - **Override Capacity** - Overrides only capacity of class
    - **InstConsentIncludingCapacity** - Overrides both pre-reqs and capacity
    - **InstConsentExcludingCapacity** - Overrides pre-reqs, but not the capacity
    - **Override Mutually Exclusive** – Overrides a mutually exclusive restriction
    - **Course Time Conflict** – Overrides a time conflict with another course
  - Using the drop-down menu under **Course**, select the CRN for the class and click on **Submit.**

Reviewed: July 2023