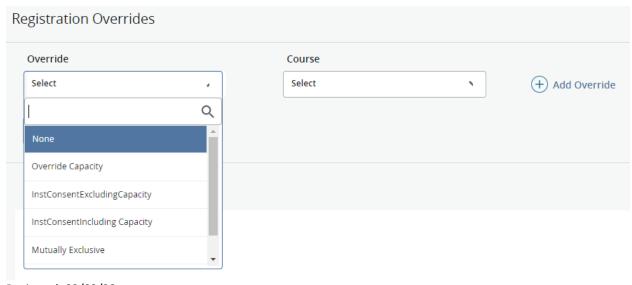


Student Registration Permit-Override in URSA

- Logon to Ursa at https://ursa.unco.edu using your network user name and password.
 - o Click on the **Employee** tab.
 - Under Faculty & Advisor Tools, click on Registration Overrides.
 - o 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:
 - CAPACITY Overrides only capacity of class
 - INSTCONS Overrides both pre-req and capacity
 - ICEXCAP Overrides a pre-req, but not the capacity
 - TMCONFLICT Overrides a time conflict with another course
 - MUTEXC Overrides a mutually exclusive restriction
 - Using the drop-down menu under Course, select the CRN for the class and click on Submit.



Reviewed: 02/03/22