

Student Registration Permit-Override in URSA

- Logon to Ursa at <https://ursa.unco.edu> using your network user name 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:
 - **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**.

Registration Overrides

Override

Select ▾

- None
- Override Capacity
- InstConsentExcludingCapacity
- InstConsentIncluding Capacity
- Mutually Exclusive

Course

Select ▾

+ Add Override

Reviewed: 02/03/22