1. Sign in to your ClarkYOU Account at https://you.clarku.edu
2. Click on Main Menu (under CUWeb)
3. Click on Faculty Tab
4. Click on Student Information Menu and then on ID Selection
   You will be prompted to select a term
   Enter Student ID number OR Last Name and First Name *(if you are unsure of the spelling of the name, you can enter part of the name followed by the % sign)*
   “Search Type:” (keep “All” as the default)
   Submit
   Select student from drop-down list and click Submit again

5. Click on Registration Overrides
   Select type of Override from the drop down menu*
   a) **Allow to Register Above Cap**: Overrides **capacity only**. The student may receive other registration error messages if applicable (e.g., perm only, missing prerequisite, etc.).
   b) **Override All But Capacity**: Overrides restrictions **other than capacity** (prerequisite, college, level, co-requisite, program, class, degree, perm only, time conflict, major, and department). The student may receive a capacity registration error message if applicable.
   Select class using drop down menu from Course column
   Submit
   Review information and CLICK SUBMIT AGAIN
   A green check mark and the message will appear:
   ✔️ The registration overrides you entered have been saved successfully.
   Exit if finished OR click on Select another student (bottom of screen) and continue as above

*NOTE: If both types of restrictions happen to apply to the student (for example, the course has reached capacity and is PERM ONLY), then BOTH overrides can be entered.

**Additional Information:**
- You are not actually registering the student; you are enabling students to register themselves online for this course. Students who have been granted online permissions receive notification through their web accounts.
- If the course you are granting permission for has a required lab or discussion section, permission must be granted for the lab/discussion section as well.
- If you wish to rescind a previously granted online permission, please email the Registrar’s Office (registrar@clarku.edu) with the name of the student, Clark ID number, and the CRN number of the course.

*If you encounter any errors or have questions at any point during this process, please do not hesitate to contact the Registrar’s Office at registrar@clarku.edu or 508-793-7426.*