

ENTERING COURSE OVERRIDE/PERMISSION

1. Sign into ClarkYOU. Navigate to the CUWeb Landing Page. Click on the **Faculty and Advising** tab then **Registration Overrides**.

Welcome to CUWeb - Clark University

All Users **Faculty and Advising** Employees Finance

Faculty and Advising

Advisee Listing
See your advisees by term.

Faculty Grade Entry (New CUWeb)
Enter and update midterm, final, and incomplete grades.

Faculty Grade Entry (Old CUWeb)
Having trouble? The Old CUWeb version of grade en will remain available for a limited time

Detail Schedule
Faculty member's schedule for the selected term.

Week at a Glance
All of your classes for the selected week are displayed, both traditional and open learning.

Registration Overrides
Perform permits/overrides for students.

2. Select the Term, enter students ID number or Last Name and click Submit. Results will be displayed and you must click on the correct student.

Term
Spring 2024 - 202401

Student or Advisee ID
OR
Last Name: Student
First Name: Test

Search Type: Students Advisee Both All

Submit

ID	Name	Type
C.....	Student, Test1 (He/Him)	
C.....	Student, Test2	
C7.....	Student, Test3	

3. Once you select the student, the override options will appear at the top of the page. Choose the override needed and course then click submit.

Registration Overrides

Override: Select
Course: Select

+ Add Override

Submit

Allow to Register Above Cap: Overrides capacity only (including reserved seats). The student may receive other registration error messages if applicable (e.g., perm only, missing prerequisite, etc.).

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. And will need to manually check for time conflicts.

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. If the course you are granting permission for has a required lab or discussion section, permission may need to be granted for the lab/discussion section as well. You are not actually registering the student; you are enabling students to register themselves online for this course. 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.

Please visit the [Faculty/Advising](#) section of the Registrar's website to watch the Registration Overrides tutorial video as well as other tutorials such as: Viewing Class Roster and Entering Grades.