Granting Registration Overrides through My Chemeketa

Registration overrides should be used when a course is full or for any other reason special permission is required in order for a student to register in a particular course. For example, the assigned instructor **must** grant permission for any course after the first week of classes because instructor approval is required during that time period.

As the assigned instructor, you can electronically grant your permission for a student to add your class using the steps outlined below. Only those assigned as the course instructor will have the ability to grant overrides electronically. Providing an override does not "register" the student in your course, the student will need to add the course in the Add/Drop classes menu in My Chemeketa (registering through Class Search will not work with an override).

It is helpful to have as much information as possible to identify the correct student. This may include the name, K#, or middle initial.

Login to My Chemeketa at http://my.chemeketa.edu. If you have any technical problems, please call the Technical Assistance Center (Help Desk) at 503-399-7899.

After entering your user name and password:

1. **Click on the Classes and then the Faculty tab.**
2. **Select the Student Information menu and Registration Overrides**
3. **Select the term and hit Submit**
4. **Search for the student by ID (K#)**
5. **Leave the Search Type set to All**
6. **A list of choices will be available in the pop-up list if there is more than one match for your search criteria**
7. **Select the student and Click Submit**
8. **From the pop-up lists, select the type of override and the CRN**
   - **If the class is full: CAPACITY**
   - **If the class has instructor approval: INSTRUCTOR SIGNATURE**
   - **If the student doesn't have the prerequisite: PREREQUISITE**
   - **If the student isn't in the correct program: MAJOR**
9. **Click Submit**
10. **A Faculty Registration Override Confirmation page will display, saying you need to commit the changes. Click Submit again if all the information is correct. *You will not receive a confirmation.***
11. **You may need to do multiple overrides for a student if there are multiple restrictions on the course**
    - For example: If you are doing an override for a full section after the date that an instructor signature is required to add courses, you will need to do two overrides. One for the class capacity override and one for instructor signature required.

NOTE: This process <u>does not register the student</u> but does make it possible for them to enroll through My Chemeketa without receiving registration errors.