Primary instructors can only enter registration overrides for their own class offerings.

Open Registration Overrides or visit: uidaho.edu/registrar/faculty/user-guides/overrides and select the Registration Overrides link.

- Pick the Term from the drop-down.
- Search by Student ID or name.
- Select the student’s name from the search results.

The new window has dropdown menus for Override and Course.

Student information, including existing overrides, displays at the bottom of the page.

Select the appropriate Override option from the drop-down list.

Select the class section from your Course menu and click Submit.

Notify the student that they are now eligible to register for the class.

Override ALL Restrictions — overrides all, except Time Conflict. **Note:** this will bypass the wait list and allow registration whereas overriding only a prerequisite, major restriction, or permission required restriction will not allow registration on a class at capacity.

Class Standing Restriction — overrides restrictions limiting registration based on classification (freshman, sophomore, junior, senior).

Cohort Restriction — overrides restriction limiting enrollment to a specific cohort, like Honors.

Co-requisite Override — overrides required co-requisite classes.

Department Enrollment Restriction — overrides courses restricted to students in a specific department.

Exceed Enrollment Limit — overrides class enrollment limit. **Note:** be sure that there is space in the room to accommodate additional students.

Major Restriction — overrides courses restricted to a specific major.

Permission Required for Enrl — confirms instructor or department approval for enrollment in controlled classes.

Prerequisite Override — overrides course prerequisites.

Time Conflict Override — overrides time conflicts between two or more classes; must be given separately from Override ALL.

Allow Enrlmnt from Wait List — overrides wait list status to allow an individual student to register.