

the drop down menu.

Student Registration Permit Override in URSA

- Logon to Ursa at <https://ursa.unco.edu> using your network username and password.
 - Click on the **Employee** tab.
 - Under **Faculty & Advisor Tools**, click on **Registration Overrides**.
 - Select the term using **Ž**
 - 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:
 - **Override Capacity** Overrides only capacity of class
 - **InstConsentIncludingCapacity** Overrides both pre reqs and capacity
 - **InstConsentExcludingCapacity** Overrides pre reqs, but not the capacity
 - **Override Mutually Exclusive** – Overrides a mutually exclusive restriction
 - **Course Time**