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 usingŽ
    - 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**