

To enter a registration permit-override:

- Go to <http://web4.fsc.edu>
- Click “Enter Secure Area”
- Enter User ID, enter PIN, click “Login”
- Click “Faculty & Advisors”
- Click “Student Menu”
- Click “ID Selection”
- Select the appropriate term, click “Submit”
- Enter Student or Advisee ID (or Social Security Number), click “Submit” (**If the person is neither a student nor an advisee of yours the student ID or SS# must be entered-the student will not appear in a search.**)
- Verify that student name is correct, click “Submit”
- Click “View Student Schedule”
- **Scroll to bottom. Click “Registration Overrides”**
- In Override column, from the dropdown menu **select the type of override** to be applied. (Typically “AL,” overriding **all** registration restrictions will be used.)
- In the course column, from the dropdown menu **select the course** to which this override is to be applied, click “Submit”.
- Verify that Override type, course, and student are accurate, click “Submit”.
- Message “The Registration overrides you entered have been saved successfully” will display.
- Student will now be permitted to register without restrictions.

*If a code intended to override a single restriction is used (ex: ‘EN’, override enrollment limit), please be aware that other restrictions may still prevent registration.

If a code intended to override all registration errors is used (‘AL’), be sure that you intend for the student to be permitted to register for the class regardless of any restrictions (capacity, prerequisites, co-requisites, linked courses, class, major).

EN : Override enrollment limit on course (course fully enrolled)

MA : Override major restriction on course (course restricted to students in certain majors)

PR : Override pre-requisites, co-requisites and linked course requirements on a course

CL : Override class restriction on a course (course restricted to students in a particular class, ex: Jr/Sr status required)

AL : Override ‘all’ restrictions (capacity, prerequisites, co-requisites, linked courses, class, major)

IN : Override instructor signature requirement

*These ‘IN’ sections must be set up in advance to require an instructor’s signature.