


# Faculty Guide

## ONLINE OVERRIDES

NOW AVAILABLE

1. Log into UNCCGenie. 
2. Select the Faculty Services tab at the top.



3. Click "Registration Overrides."

**Faculty Services**


- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Faculty Schedule by Day and Time
- Detail Class List
- Summary Class List
- Mid Term Grades
- Final Grades
- Grade Change Requests
- Registration Overrides**
- Registration Add/Drop
- Student Menu
- Display student information; View a student's schedule
- Advisor Menu
- View a student's transcript; View a student's grades;
- Advisee Listing
- Active Assignments
- View Active Assignments
- Assignment History
- View Assignment History
- Class Schedule
- Course Catalog
- Syllabus Information
- Office Hours

4. Select the correct term for the desired registration override. Click Submit.
5. Enter the student's ID # or search by name.
6. Confirm the student's name. Click Submit.
7. Select the appropriate/desired override\* and course. Click Submit.

### Registration Overrides

Override	Course
Written Permission ▼	85251 - FFL 100 24 ▼
None ▼	None ▼
None ▼	None ▼

Submit

8. Confirm the submission. Click Submit.
9. Look for the confirmation message.
  -  The registration overrides you entered have been saved successfully
10. Inform the student he/she can register him/herself in UNCCGenie.

### IMPORTANT:

Granting overrides does not register the student. It only gives the student the ability to register.

\*See next two pages for detailed explanations of each override.

## Online Override Explanations

Override	Explanation
Classification Override	Overrides the class restriction on a course (i.e., freshman, sophomore, junior, senior)
Closed Course Override	Overrides the course capacity (i.e. how many students are allowed to be seated in the course section)
Cohort Restriction Override	Overrides the student attribute restriction.
Degree Override	Overrides the degree requirement restriction.
Honors Dept Permission	Overrides the Special Approval and should only be used by members of the Honors Department.
Major Exception Override	Overrides the major/field of study requirement on a course (i.e., a non-nursing major in a nursing only course).
Pre-requisite Override	Overrides the pre-requisite requirement for the course
Program Restriction Override	Overrides the requirement to be enrolled in a particular program for registration
State Employee Waiver	Overrides the special approval requirement
Special Permission	Grants the special permission required for some courses
Written Permission	Grant the written permission required for some courses.
Undergraduate Master Override	See next page.

## Undergraduate Master Override

Allows	Does Not Allow
Pre-requisite Override	Special Permission
Co-requisite Override	Written Permission
Departmental Permission	Graduate School Approval
Student Attribute Override	Duplicate Section Override
College Override	Time Conflict Override
Classification Override	Capacity Override*
Field of Study/Major Override	Level Override (i.e., Undergraduate student in a Graduate course)
Cohort Override	
Program Override	
Degree Override	

\*The Undergraduate Master Override does not override the capacity; therefore, to override a closed course, you will need to select the Closed Override additionally.