

## Background

Depending on the situation, it may be appropriate to override a student or class restriction to enroll a student into a class.

In [ConnectCarolina](#), registration overrides are split into two categories.

1. The student's specific overrides are displayed on the **General Overrides** tab.
2. The class-specific overrides are on the **Class Overrides** tab.

## Navigation

**Records and Enrollment > Enroll Students > Quick Enroll a Student**

## Apply a General Override

On the **Add a New Value** tab:

1. Enter a student PID and Term.
2. Click the Add button.

The screenshot shows the 'Quick Enroll a Student' interface with the 'Add a New Value' tab selected. It contains four input fields: 'ID:' (empty), 'Academic Career:' (set to 'UGRD'), 'Academic Institution:' (set to 'UNCCH'), and 'Term:' (empty). Each field has a magnifying glass icon. A green 'Add' button is located at the bottom left of the form.

3. Click on General Overrides or Class Overrides.

The screenshot shows the 'Quick Enrollment' interface with the 'General Overrides' tab selected. At the top, it displays 'Request ID: 0000000000', 'Career: Undergrad', 'Institution: UNC-CH', and 'Term: 1982 Spr'. A yellow box with the text 'Click on General Overrides' and a red arrow points to the 'General Overrides' tab. Below the tabs is a table with columns: '\*Action', 'Class Nbr', 'Section', 'Pending', 'Related 1', and 'Related 2'. The 'Enroll' button is highlighted in the '\*Action' column.

*Action	Class Nbr	Section	Pending	Related 1	Related 2
Enroll			Pending		

4. Select the override required to complete the Quick Add and click the Submit button.

**Quick Enrollment**

Request ID: 0000000000      ID:     

Career: Undergrad      Institution: UNC-CH      Term: 1982 Spr      **Submit**

		Appointment	Unit Load	Time Conflict	Action Date	Action Dt	Requirement Designation	Career	Service Indicator	Requisites
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The table below details the General Overrides that are used in [ConnectCarolina](#).

**Note:** Not all overrides will be used.

General Overrides	Explanation	SIS Screen
Appointment  <i>Available only to OUR staff</i>	Select to override the student’s enrollment appointment date, time and maximum enrollment units.  This enables you to enroll the student in the class on the corresponding row of the enrollment request, regardless of the student’s enrollment appointment.	Override is handled by OUR Staff.  Screen 112 Credit Limit.
Unit Load	Select to have the enrollment engine skip all unit limit checks, including the unit load for the student’s enrollment appointment, the term and session unit load, the term and session course count load, the term and session no grade point average ( <b>GPA</b> ) units, the term and session audit units and the minimum unit enrollment check.	screen 112 Credit Overload
Time Conflict	Select to override anytime conflicts between classes when you process the enrollment request.	Screen 104 Time Conflict
Action Date  <i>Only OUR Staff</i>	Select the date that you want to use as the action date for processing this enrollment transaction. The action date is the effective date for the enrollment transaction.  By default, the system uses the current date. When you are processing an enrollment request and you select to override the action date, this field becomes available for edit.	Screen 116 Update Date

# Overrides

Career <b>OUR Staff Only</b>	Select to override academic career pointers and career pointer exception rules for the student's academic career.	Screen 104 Type in "AU" Value
Service Indicators	Select to override service indicators that have been placed on the student's record.	Screen 112 Advisor approval marked as "R" received Financial hold override marked as "Y" MISC Hold Override – "Y"
Requisites	Select to have the enrollment engine bypass requisite checking when you submit the corresponding row of an enrollment request for processing. This feature is not active for Fall 2010.	Was not enforced in SIS.  Note: Requisites will not be turned on in PS for Fall 2010 term.

## Apply a Class Override

On the **Add a New Value** tab:

1. Enter a student PID and Term.
2. Click the Add button.

**Quick Enroll a Student**

Find an Existing Value | **Add a New Value**

ID:

Academic Career: UGRD

Academic Institution: UNCCH

Term:

**Add**

3. Click on Class Overrides.

The screenshot shows the 'Quick Enrollment' interface. At the top, there are fields for 'Request ID: 0000000000', 'ID:', 'Career: Undergrad', 'Institution: UNC-CH', and 'Term: 1982 Spr'. A 'Submit' button is on the right. Below these fields is a navigation bar with tabs: 'Class Enrollment', 'Units and Grade', 'Other Class Info', 'General Overrides', and 'Class Overrides' (which is highlighted with an orange box). Underneath the tabs is a table with columns: 'Closed Class', 'Class Links', 'Grading Basis', 'Class Permission', 'Wait List Okay', and 'WaitList Pos'. Each column has a checkbox and a '+' or '-' button.

The table below details the Class Overrides that are used in ConnectCarolina.

**Note:** Not all overrides will be used.

Class Overrides	Explanation	SIS Screen
Closed Class	Select to allow students to add a class that is closed due to capacity or to override the courses' s reserve capacities.	Screen 104 'Closed Course' Override
Class Links	Select to allow students to add and drop class sections without having to add or drop an associated class, such as recitation or lab. This override also allows student to enroll in a non-enrollment type section, and to allow multiple student enrollments in a course. This basically 'breaks' the link between lectures and related components.	In SIS, you could register for the lecture without the recitation, even though they were linked so you must either register for the lecture and all related required components or override the link.
Grading Basis Available to OUR staff	Select to allow student to enroll into a class with a grading basis other than the one established for the class. For example you would use this override when a student wants to audit a course.	Screen 184
Class Permission	Select to override general	SIS screen 104

requirements. When departments have placed a permission restriction on a course, this override is the equivalent of giving the student permission needed to register for the course.