Student Registration Permit-Override in URSA

- Log in to URSA at https://ursa.unco.edu using your username and password.
  - Click the **Employee** tab.
  - Under **Faculty & Advisor Tools**, click **Registration Overrides**.
  - Select the term in the **Select the Term** drop-down menu.
  - Enter the student ID number in the search in the fields and click **Submit**.
  - Click the Select button from the choices listed under Student and Advisee. Select the one you have verified which the student wants to add for.
  - Using the drop-down menu under **Override** choose either:
    - **CAPACITY** - Overrides capacity of class
    - **INSTCONS** - Overrides the permit-excluding capacity
    - **ICEXCAP** - Overrides a permit-including the capacity
    - **TMCONFLICT** - Overrides a time conflict with another course
    - **MUTEXC** – Overrides a mutually exclusive list
  - Using the drop-down menu under **Course**, select the CRN for the class and click on **Submit**.