Permitting registration overrides online

Access Bobcat Web Account (via COCC Employee Login page):

Navigate to Faculty Services:

Select Registration Overrides:
Select appropriate **Term** (e.g. Spring 2020) and click **Submit**:

Select Term

Select the Term for which the student is registering and press the "Submit" button.

**Select a Term**: Spring 2020

Search by **Student or Advisee ID** (82# – preferred, most accurate):

- Keep the default **All** search type radio button selected
- Click **Submit**

**ID Selection**

Enter the ID of the Student/Advisee you want to process then press the Submit ID button.

**Student or Advisee ID**: B20254031X

**OR**

**Student and Advisee Query**

- **Last Name**:
- **First Name**:
- **Search Type**:
  - Students
  - Advisees
  - Both
- **Submit**
- **Reset**
Verify the student name and click Submit:

**Bobcat Student** is the name of the student or advisee that you selected.

Select the applicable **Override** from the drop-down menu:

---

### Faculty Registration Permits/Overrides

Information for **Student, Bobcat**

Welcome to the Faculty Registration Permits/Overrides Worksheet.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

**Registration Overrides**

<table>
<thead>
<tr>
<th>Override</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Approval for Late Reg</td>
<td>None</td>
</tr>
<tr>
<td>Capacity Override</td>
<td>None</td>
</tr>
<tr>
<td>Co-requisite Override</td>
<td>None</td>
</tr>
<tr>
<td>Departmental Approval</td>
<td>None</td>
</tr>
<tr>
<td>Approval to Drop</td>
<td>None</td>
</tr>
<tr>
<td>Duplicate Course Override</td>
<td></td>
</tr>
<tr>
<td>Expanded Options Approval</td>
<td></td>
</tr>
<tr>
<td>Instructor Approval</td>
<td></td>
</tr>
<tr>
<td>Override All</td>
<td></td>
</tr>
<tr>
<td>Pre-Requisite Override</td>
<td></td>
</tr>
<tr>
<td>Time Conflict Override</td>
<td></td>
</tr>
</tbody>
</table>
Select the appropriate **Course** from the drop-down menu:

After all applicable overrides have been entered, click **Submit**:
Verify the courses and overrides that will be applied to the selected student, click **Submit**:

---

**Faculty Registration Overrides Confirmation**

Below are the override requests you entered. Please confirm by clicking **Submit**.

**Registration Overrides**

<table>
<thead>
<tr>
<th>Override</th>
<th>CRN</th>
<th>Course Number</th>
<th>Section</th>
<th>Student</th>
<th>Activity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval for Late</td>
<td>24199</td>
<td>SOC</td>
<td>250</td>
<td>0</td>
<td>Bobcat Student Mar 19, 2020</td>
</tr>
<tr>
<td>Capacity Override</td>
<td>24199</td>
<td>SOC</td>
<td>250</td>
<td>0</td>
<td>Bobcat Student Mar 19, 2020</td>
</tr>
</tbody>
</table>

----- Continue to next page for how to permit overrides for additional students -----
Important: if submitting overrides for additional students, you will need to use the ID Selection link to search and select a different student.

Note: you will not have to do this the next time you access Bobcat Web, if you have previously logged out.

Faculty Registration Permits/Overides

Information for Student, Bobcat
Welcome to the Faculty Registration Permits/Overides Worksheet.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

### Registration Overrides

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</tr>
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<tbody>
<tr>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

Submit

### Current Student Overrides

- Approval for Late Reg 24199 - SOC 250 0 Mar 19, 2020 WWW_USER
- Capacity Override 24199 - SOC 250 0 Mar 19, 2020 WWW_USER

Current Student Schedule

No schedule available for selected term.
Return to Previous

As before, when selecting a student ID, search by **Student or Advisee ID**, then click **Submit**:

Bobcat Web Account

COCC Student and Staff Online Services

Personal Information | Student Services & Financial Aid | Faculty Services | Employee

ID Selection

- Enter the ID of the Student/Advisee you want to process then press the Submit ID button.

Student or Advisee ID: 820010128

OR

Student and Advisee Query

Last Name:
First Name:
Search Type:
- Students
- Advisees
- Both
- All

Submit Reset
Important: You will be redirected to the “Faculty & Advisors” window... and need to link back to Faculty Services:

Note: currently exploring expedited navigation options

Select Registration Overrides and continue through the online override process (see steps outlined above):

Contact COCC Admissions & Records for assistance, troubleshooting or any other online override questions:

- welcome@cocc.edu
- records@cocc.edu
- 541-383-7500