

## Online Registration Overrides

- Log into OnePort by clicking on the OnePort logo on the UNCA homepage, or by going to <http://oneport.unca.edu>.
- Select the **Faculty Services** tab.
- Choose "Click Here to" under **Academic Services**.
- Click on "**Click here to continue...**"
- Select the **Faculty** menu.
- Select **Registration Overrides**.
- Select **the term the class is being offered** when prompted for the term.
- Enter the **UNCA ID number** for the student you are granting an override to. Or, you may search by the student's last name, then click "Submit".
- Confirm your selection.
- Enter which of the following overrides you are granting the student:
  - override class capacity
  - exception to pre- or co-requisites
  - override time conflicts
  - permission to register for "by instructor permission only" courses.
- Enter the course(s) affected by your override. You can enter three overrides per student at one time (any combination of reason and course)

**Please note: Overrides are section-specific! You can only grant students overrides in courses for which you are the primary instructor.**

- Submit and confirm your permissions.
- The student must now log into OnePort and register for the course(s) for which they have been granted overrides. **Entering an online override DOES NOT REGISTER the student-** it simply grants them permission to do so themselves. **Online overrides are only valid until the end of the Drop/Add period-** please remind your students that they need to register through OnePort as soon as possible.