J1 Quick Guide

How to Override a Course

Using your SSU credentials, log in to J1 Web https://j1web.shawnee.edu/J1Web

Click on Rubik’s Cube

Choose either Academic Department or Faculty then choose Manage Course Overrides

Click Create Override

Select the Term – click in box then scroll down to choose

Course – start typing course code (e.i. UNIV1100)

Student – type either student name or ID number

Type – Course Full (C)
    Course Requisite (R)
Reason –
Dean Approval
Department Chair Approval
Instructor Approval
Registrar Approval
Student has transfer credit to meet prerequisite

Enter a note if you wish.

Click on Grant