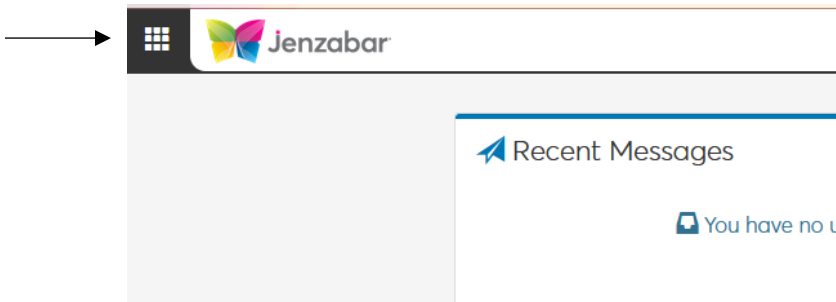


J1 Quick Guide

How to Override a Course

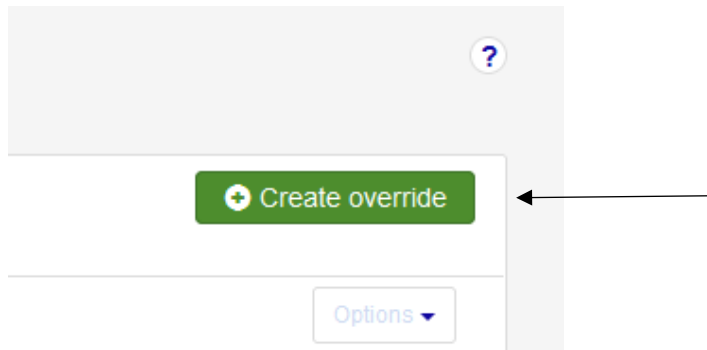
Using your SSU credentials, log in to J1 Web <https://j1web.shawnee.edu/J1Web>

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)

A screenshot of the 'Create Override' form. It has a title bar with a close button. Below the title is an information box: 'When you receive a request from a student for a registration override, you may grant an override for the types that appear in the Type drop-down list.' The form contains several fields, all marked as 'Required *':

- Term ***: A dropdown menu with '2021-2022 Academic Year - Fall' selected.
- Course ***: A text input field.
- Student ***: A text input field.
- Type ***: A dropdown menu.
- Reason ***: A text input field.
- Note**: A text area.

Registration Permission Required (P)
Schedule Conflict (S)

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**