

Registration Guide – Instructor-Issued Capacity Overrides

So, you've gotten permission from an instructor to be registered in a closed (full) class. The instructor tells you that an electronic override has been processed for you, and that you can now add yourself to the class. Great!

Unfortunately, when you try to add yourself, something seems wrong. You look up the class using the **Look Up Classes** form in myNMSU, and the registration checkbox isn't available – only the "C" symbol indicating that the class is closed.



You have permission, so how do you get in? It's simple, once you know the trick.

Go to the **Add or Drop Classes** form, where you'll see two sections, *Current Schedule* and *Add Classes Worksheet*:

In the *Add Classes Worksheet* area, enter the five digit *course reference number (CRN)* of the class, and click the "Submit Changes" button.

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Add Classes Worksheet

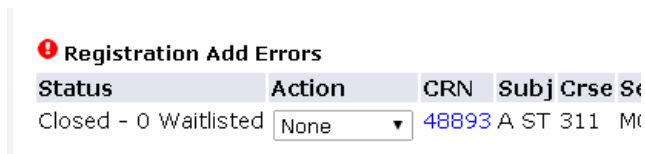
CRNs

48893	<input type="text"/>	<input type="text"/>	<input type="text"/>
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If the class now appears in the *Current Schedule* area, you're in!



If the class doesn't appear in the *Current Schedule* area, and one or more registration/add errors are shown, there are a few things that might have gone wrong. If the error is a *closed section* error,



the instructor may not yet have issued the capacity override. You should communicate directly with the instructor to determine if this is the case.

Keep in mind that many courses have numerous enrollment requirements. An instructor-issued capacity override does not excuse the necessity to complete a course's pre-requisites before the course itself, nor does it waive any restrictions related to upper/lower-division completion, campus restrictions, or the restrictions of some online coursework. If you have any questions about these policies, contact the advisors for your college.