

# Instructor Permission and Overriding Pre-requisites

The screenshot shows the Lake Superior College eServices Employee Services interface. The browser address bar displays <https://webproc.mnscu.edu/eservices/faculty.class.html?campusid=302>. The page title is "Class Management" for Summer Semester 2007. A left-hand navigation menu includes options like Home, Account Management, Advisees, Class Management, Class List, Faculty Overrides, Grade Entry, Courses, Position Information, Contact Us, Campus Links, and University Home. The main content area shows "Change semester" and a list of options: Class List, Faculty Overrides, and Grade Entry. In the top right corner, the user's Student ID is 00000153, with links for Logout and Switch to Student e-Services.

**Log In**  
**Select the Semester**  
**Choose Class Management**  
**Choose Faculty Overrides**

The screenshot shows the Lake Superior College eServices Override page. The browser address bar displays <https://webproc.mnscu.edu/eservices/faculty.ovr.html?process=0006&campusid=302>. The page title is "Faculty Override" for Summer Semester 2007. The left-hand navigation menu is similar to the previous page, with "Faculty Overrides" highlighted. The main content area shows "Select an Edit Code:" with a dropdown menu containing the text "000012 Course requires special permission" and a "Continue" button. In the top right corner, the user's Student ID is 00000153, with links for Logout and Switch to Student e-Services.

**Edit codes to override are:**

**12: Instructor Permission**

*For courses designated permission required in order to register*

**13: Course overload: MAXIMUM of 2**

*For full courses –*

**59: Placement Test/Prerequisite Override\***

*\*Courses with either a placement score or a course prerequisite These have an additional field you must fill out with one of the codes listed below.*

**MATH placement code: 002**

**ENGL placement code: 004**

**READ placement code: 003**

Lake Superior College - e... Welcome To ApplicationXten... Edit Control (RG2010UG)



Employee e-Services Student ID 00000153 | [Logout](#)  
[Switch to Student e-Services](#)

## Faculty Override Student/Course

For Summer Semester 2007

Edit Code: 000012

\*Student ID:

\*Course ID:

Override Period: If Begin Date and End Date are not selected, override is effective now till the end of the s

Begin Date/Time: APR - 16 - 2007 08 : 00

End Date/Time: APR - 17 - 2007 20 : 00

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Instructions

- Enter Student ID ( 8 digit Tech ID for the student )
- Enter Course ID ( 6 digit technical identifier for the course )
- OPTIONAL: Select Override Begin Date/Time - Override End Date/Time.

**Enter the student ID**  
**Enter the 6-digit Course ID**  
**Enter the dates the override is**  
**allowed for that student. This forces**  
**the student to register within allotted**  
**timeframes.**

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If you are overriding placement scores or a prerequisite you will also have to enter the appropriate placement code as designated above.

Lake Superior College - eServices - Override - Windows Internet Explorer

https://webproc.mnscu.edu/eservices/faculty\_ovr\_result.html



Employee e-Services Student ID 00000153 | [Logout](#)  
[Switch to Student e-Services](#)

## Override Request Result

Semester: Fall Term 2007

Edit Code: 000012

Student ID: 00000153

Course ID: 000785

Your override completed successfully.

**Watch for confirmation that**  
**override has been processed.**  
**That's it! Pretty easy!**