

How to Grant Course Overrides in J1 Web

Designated Faculty may also have the ability to do course overrides based on the student not meeting the prerequisite, a course that requires instructor approval, or a time conflict between two courses. You will never be able to do a course override for course capacity.

Using your KCU credentials, log in to J1 Web. my.kcu.edu/j1web

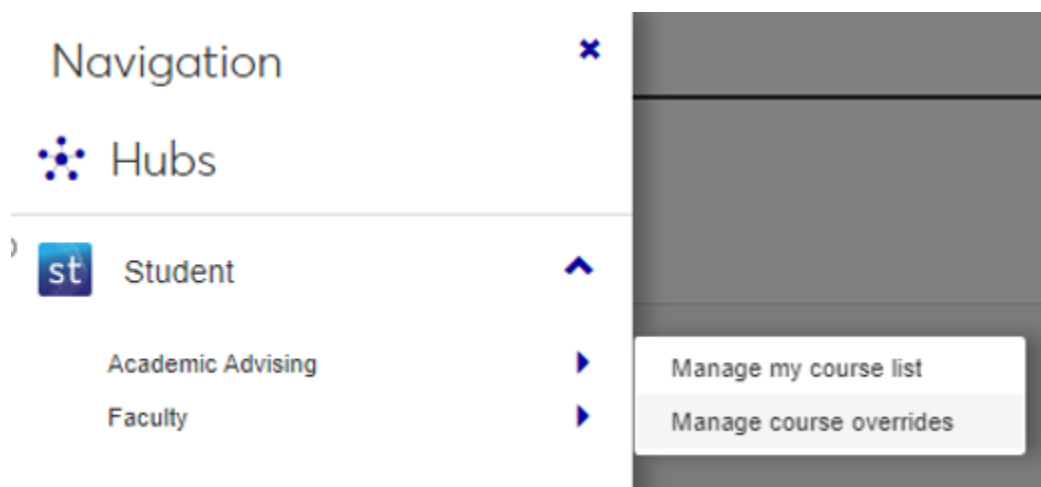
Username: The first part of your KCU email address without the @kcu.edu

Typical Password: 8 Digit Birthday MMDDYYYY

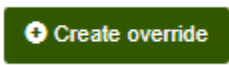
Once you have logged in, click on the black Rubik's cube in the upper-left-hand corner of the screen:



Next, you will see a list of "Hubs" on the left-hand-side of the screen. First you will click *Student* and then hover over *Faculty* and click *Manage Course Overrides*.



In the upper-right-hand corner, click on Create Override to bring up the window below.



Select the course in the drop-down box, select the student, select the override type and the override reason. Then click Grant button to assign the override.

Note: This does not register the student in the course, the student will still need to register for the course on my.kcu.edu

Create Override



i 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.

Required *

Term *

2022-2023 Academic Year - Fall

Course *

FIN-301-01

Student *

Type *

Course Requisite (R)

Reason *

Student Is A Graduating Senior

Note

This student didn't have the opportunity to take the prerequisite because he was a transfer student]

150 remaining

Grant

Once the override is granted, the faculty member will see a window that allows them to send an automatic email to the student letting them know they have been granted the permission to go and register for the course.

Override Granted



Do you want us to send an email informing the student that the override has been granted?

Yes, send email

No

Please contact the Registrar's Office with any questions.

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