

# Guide to Electronic Permissions

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1. Sign in to your ClarkYOU Account at <https://you.clarku.edu>
2. Click on **Main Menu** (under CUWeb)
3. Click on Faculty Tab
4. Click on **Student Information Menu** and then on **ID Selection**  
You will be prompted to select a term  
Enter Student ID number OR Last Name and First Name (*if you are unsure of the spelling of the a name, you can enter part of the name followed by the % sign*)  
“Search Type:” (keep “All” as the default)  
Submit  
Select student from drop-down list and click Submit again
5. Click on **Registration Overrides**  
Select type of Override from the drop down menu\*
  - a) **Allow to Register Above Cap:** Overrides **capacity only**. The student may receive other registration error messages if applicable (e.g., perm only, missing prerequisite, etc.).
  - b) **Override All But Capacity:** Overrides restrictions **other than capacity** (prerequisite, college, level, co-requisite, program, class, degree, perm only, time conflict, major, and department). The student may receive a capacity registration error message if applicable.Select class using drop down menu from Course column  
Submit  
Review information and CLICK SUBMIT AGAIN  
A green check mark and the message will appear:  
 The registration overrides you entered have been saved successfully.  
Exit if finished OR click on **Select another student** (bottom of screen) and continue as above

\*NOTE: If both types of restrictions happen to apply to the student (for example, the course has reached capacity and is PERM ONLY), then BOTH overrides can be entered.

## Additional Information:

- You are not actually registering the student; you are enabling students to register themselves online for this course. Students who have been granted online permissions receive notification through their web accounts.
- If the course you are granting permission for has a required lab or discussion section, permission must be granted for the lab/discussion section as well.
- If you wish to rescind a previously granted online permission, please email the Registrar’s Office ([registrar@clarku.edu](mailto:registrar@clarku.edu)) with the name of the student, Clark ID number, and the CRN number of the course.

If you encounter any errors or have questions at any point during this process, please do not hesitate to contact the Registrar’s Office at [registrar@clarku.edu](mailto:registrar@clarku.edu) or 508-793-7426.