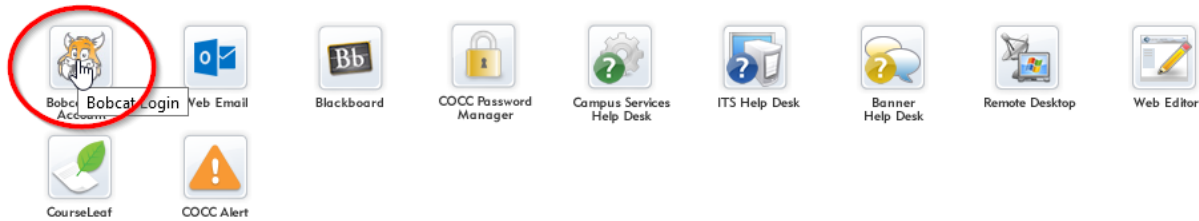


----- Permitting registration overrides online -----

Access Bobcat Web Account (via [COCC Employee Login page](#)):

EMPLOYEE LOGIN

Account Access



Navigate to **Faculty Services**:

Bobcat Web Account
COCC Student and Staff Online Services

CENTRAL OREGON
community college

Personal Information Student Services & Financial Aid **Faculty Services** Employee

Student Services & Financial Aid
Register for classes, see your class schedule, pay tuition, view your financial aid status, view your grades and placement test scores.

Employee Services
View your paystub, your benefits, your leave balances and your W2. Manage budgets.

Faculty Services (circled in red)
Advisor menu, submit grades, view class rosters and wait lists, view your class schedule, enter registration overrides.

Personal Information
Update your address, telephone, and emergency contact information; View name change & social security number change information; Change PIN and security question.

Course Evaluations
Access and complete your course evaluations.

[Return to Homepage](#)

Select **Registration Overrides**:

Bobcat Web Account
COCC Student and Staff Online Services

Personal Information Student Services & Financial Aid **Faculty Services** Employee

Faculty Services

Advisor Menu
View a student's transcript; View a student's grades; Display your security setup. View a list of Advisees.

Student Menu
See a student's schedule; view a student's address, telephone or e-mail. See general student information.

Registration Overrides (circled in red)

[Grade Change](#) [Incomplete Extension Form](#)

[Submit Final Grades](#)

[Submit Mid Term Grades](#)

Select appropriate **Term** (e.g. Spring 2020) and click **Submit**:



Personal Information Student Services & Financial Aid **Faculty Services** Employee

Select Term

Select the Term for which the student is registering and press the "Submit" button.

Select a Term: Spring 2020 ▼



Search by **Student or Advisee ID** (82# – preferred, most accurate):

- Keep the default **All** search type radio button selected
- Click **Submit**



Personal Information Student Services & Financial Aid **Faculty Services** Employee

ID Selection

Enter the ID of the Student/Advisee you want to process then press the Submit ID button.

Student or Advisee ID: 820254051 x

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: Students


Advisees

Both

All




Verify the **student name** and click **Submit**:



Personal Information **Student Services & Financial Aid** **Faculty Services** **Employee**

Student Verification


 Verify your selection is correct by clicking Submit.

Bobcat Student is the name of the student or advisee that you selected.

Submit

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Select the applicable **Override** from the drop-down menu:



Personal Information **Student Services & Financial Aid** **Faculty Services** **Employee**

Faculty Registration Permits/Overrides

Information for [Student, Bobcat](#)

 Welcome to the Faculty Registration Permits/Overrides Worksheet.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

Registration Overrides

Override	Course
None	None
Approval for Late Reg	None
Capacity Override	None
Co-requisite Override	None
Departmental Approval	
Approval to Drop	
Duplicate Course Override	
Expanded Options Approval	
Instructor Approval	
Override All	
Pre-Requisite Override	
Time Conflict Override	

Select the appropriate **Course** from the drop-down menu:

Faculty Registration Permits/Overrides

Information for [Student](#), [Bobcat](#)

Welcome to the Faculty Registration Permits/Overrides Worksheet.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

Registration Overrides

Override	Course
Approval for Late Reg	None
None	24199 - SOC 250 0
None	24395 - SOC 215
None	None

Submit

After all applicable overrides have been entered, click **Submit**:

Faculty Registration Permits/Overrides

Information for [Student](#), [Bobcat](#)

Welcome to the Faculty Registration Permits/Overrides Worksheet.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.


You may click on the student's name to view his/her address and phone information.

Registration Overrides

Override	Course
Approval for Late Reg	24199 - SOC 250 0
Capacity Override	24199 - SOC 250 0
None	None

Submit


Verify the courses and overrides that will be applied to the selected student, click **Submit**:



Bobcat Web Account
COCC Student and Staff Online Services

Personal Information **Student Services & Financial Aid** **Faculty Services** **Employee**

Faculty Registration Overrides Confirmation

 Below are the override requests you entered. Please confirm by clicking Submit.

Registration Overrides

Override	CRN	Course Number	Section	Student	Activity Date
Approval for Late Reg	24199 SOC	250	0	Bobcat Student	Mar 19, 2020
Capacity Override	24199 SOC	250	0	Bobcat Student	Mar 19, 2020

Submit

----- Continue to next page for how to permit overrides for additional students -----

Important: if submitting overrides for additional students, you will need to use the **ID Selection** link to search and select a different student.

Note: you will not have to do this the next time you access Bobcat Web, if you have previously logged out

Faculty Registration Permits/Overrides

Information for [Student, Bobcat](#)

Welcome to the Faculty Registration Permits/Overrides Worksheet.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

Registration Overrides

Override	Course
None	None
None	None
None	None

Submit

Current Student Overrides

Override	Course	Activity Date Entered by
Approval for Late Reg 24199 - SOC 250 0 Mar 19, 2020		WWW_USER
Capacity Override	24199 - SOC 250 0 Mar 19, 2020	WWW_USER

Current Student Schedule

No schedule available for selected term.

[Return to Previous](#)

[ID Selection](#) | [Student Schedule](#) | [Student Address and Phones](#) | [Registration Add/Drop](#)

RELEASE: 8 7 1

As before, when selecting a student ID, search by **Student or Advisee ID**, then click **Submit**:



[Personal Information](#) | [Student Services & Financial Aid](#) | [Faculty Services](#) | [Employee](#)

ID Selection

Enter the ID of the Student/Advisee you want to process then press the Submit ID button.

Student or Advisee ID:

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: Students

Advisees

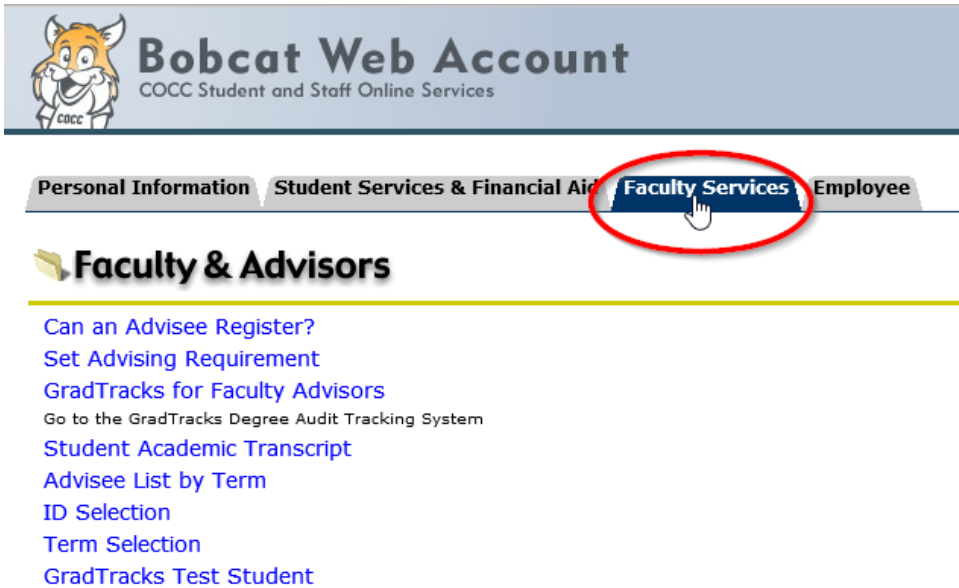
Both

All

Submit Reset

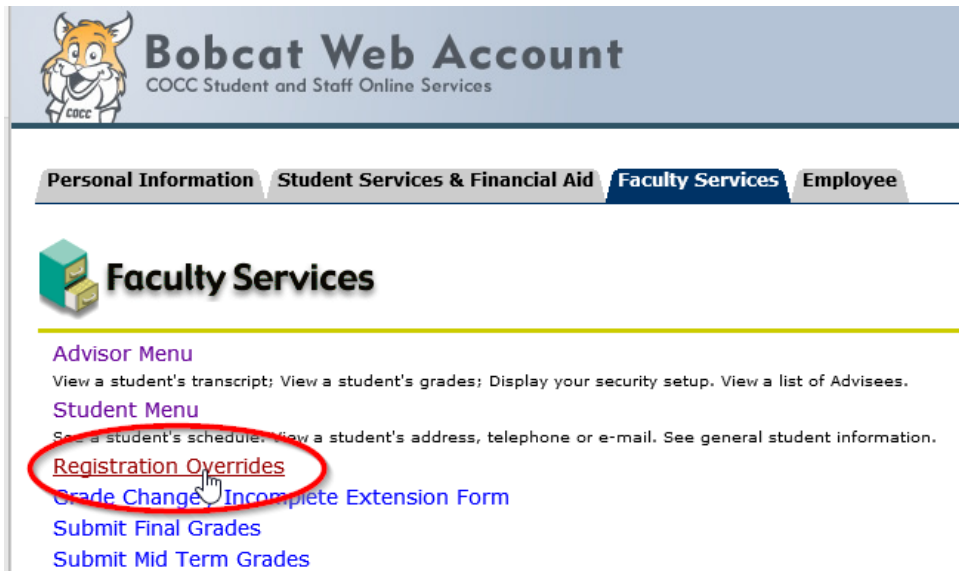
Important: You will be redirected to the “Faculty & Advisors” window... and need to link back to **Faculty Services:**

Note: currently exploring expedited navigation options



The screenshot shows the top navigation bar of the Bobcat Web Account. The 'Faculty Services' tab is highlighted with a red circle and a mouse cursor. Below the navigation bar, the 'Faculty & Advisors' section is visible, containing several links: 'Can an Advisee Register?', 'Set Advising Requirement', 'GradTracks for Faculty Advisors', 'Student Academic Transcript', 'Advisee List by Term', 'ID Selection', 'Term Selection', and 'GradTracks Test Student'.

Select **Registration Overrides** and continue through the online override process (see steps outlined above):



The screenshot shows the 'Faculty Services' section of the Bobcat Web Account. The 'Registration Overrides' link is highlighted with a red circle and a mouse cursor. Other links in the menu include 'Advisor Menu', 'Student Menu', 'Grade Change', 'Incomplete Extension Form', 'Submit Final Grades', and 'Submit Mid Term Grades'.

Contact COCC Admissions & Records for assistance, troubleshooting or any other online override questions:

- welcome@cocc.edu
- records@cocc.edu
- 541-383-7500