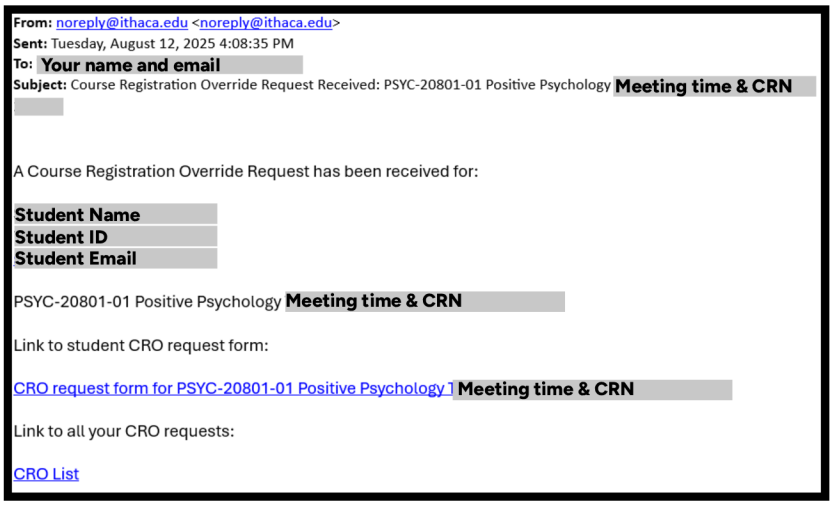
How to Review a Course Registration Override Form

ITHACA COLLEGE
Office of the Registrar

This guide will show how to review a Course Registration Override Form (CRO). CROs are submitted when a student does not meet the restrictions or prerequisites for a course, when attempting to register.

Accessing the Form

- **You will receive an email from noreply@ithaca.edu when you have a CRO that needs your attention.**
  - The example to the right is how these emails typically look. You have two options to access the form.
- **Option 1:** Click the link titled "CRO request form...". This opens the individual form.
- **Option 2:** Click the link titled "CRO List" to open all CROs.
- **Any row highlighted is a form needing your attention.**
  - Requests not highlighted have been completed. These will stay on your list for reference.
- **Click on the icon to the far left in each row to open the form.**



From: noreply@ithaca.edu <noreply@ithaca.edu>
Sent: Tuesday, August 12, 2025 4:08:35 PM
To: **Your name and email**
Subject: Course Registration Override Request Received: PSYC-20801-01 Positive Psychology **Meeting time & CRN**

A Course Registration Override Request has been received for:

Student Name
Student ID
Student Email

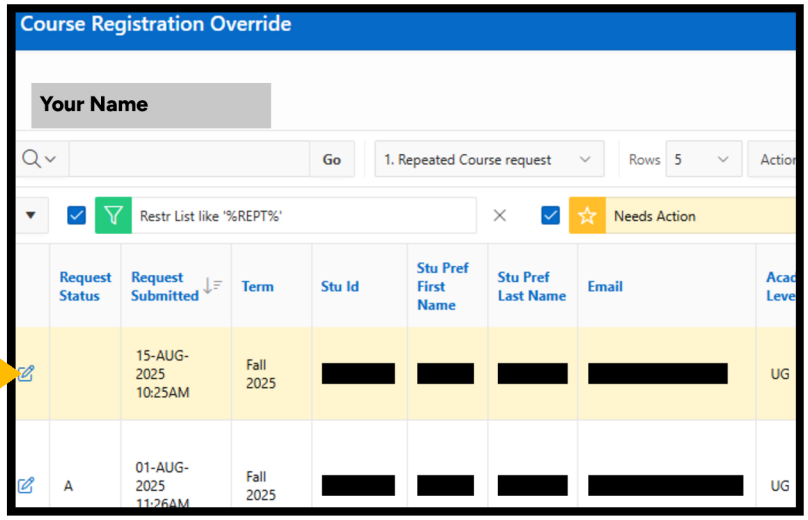
PSYC-20801-01 Positive Psychology **Meeting time & CRN**

Link to student CRO request form:

CRO request form for PSYC-20801-01 Positive Psychology T **Meeting time & CRN**

Link to all your CRO requests:

CRO List



Course Registration Override

Your Name

Go | 1. Repeated Course request | Rows 5 | Action

Restr List like '%REPT%' | Needs Action

Request Status	Request Submitted	Term	Stu Id	Stu Pref First Name	Stu Pref Last Name	Email	Acad Level
	15-AUG-2025 10:25AM	Fall 2025	[redacted]	[redacted]	[redacted]	[redacted]	UG
A	01-AUG-2025 11:26AM	Fall 2025	[redacted]	[redacted]	[redacted]	[redacted]	UG

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For More Information

Visit www.ithaca.edu/registrar
Email registrar@ithaca.edu
Call (607) 274-3127

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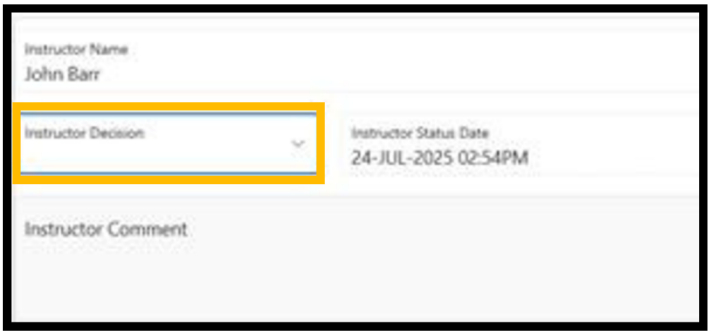
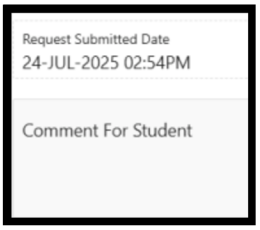
Completing the Form

- **The top section of the form displays the student's information.**

- **The reason for request will display just above the "Download" button.**
- **Click the download button to open the transcript or degree audit attached to the request submitted by the student.**
- **Scroll down to the "Instructor Decision" box.**
- **Click the box to open a drop down menu.**
- **Select "Approved" or "Not Approved".**
- **Comments entered in the "Instructor Comment" box will not be visible to the student.**
- **Comments entered in the "Comment for Student" box will be sent to the student via email.**





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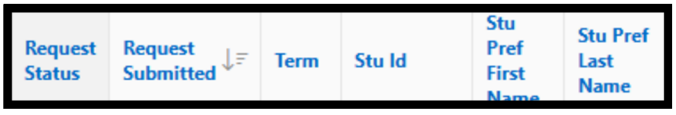
- **Once ready to submit the form, select "Apply Changes" at the top of the page.**

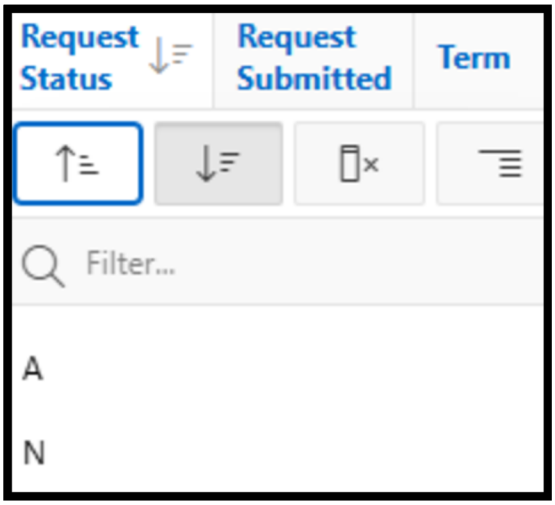
- **If approved, the student will receive an email notification and will be able to register for the course via HomerConnect, provided seats or waitlist spots are available.**

- **If not approved, the student will receive an email with the reason for denial, as entered in the comment box by the approver.**

How to Sort CROs

- **Click on the column header to open sort options.**
- **Selecting "Request Status" and "Sort Descending" will help you move uncompleted forms to the top.**
- **Selecting "Request Submitted" and "Sort Descending" will put the newest form at the top.**





If you have any questions or concerns, please contact the Office of the Registrar.

registrar@ithaca.edu
(607) 274-3127