



Course Registration Overrides


CM_WP_320



 UNIVERSITY OF KENTUCKY


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Learning Objectives



At the end of this course you will be able to:

- Navigate *myUK* Web Portal to the Overrides Section
- Conduct a Student Search
- Conduct a Course Search
- Select the Appropriate Section or Sections for the Override
- Issue an Override to the Student
- Remove an Override from a Student

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Overview



Some courses and/or sections offered by the university are restricted to students who have met certain criteria. Students cannot register for the courses unless they meet these requirements. In some cases an administrative user will need to allow a student to register in a course/section, even though the student does not meet the requirements. This course demonstrates the steps used to grant the student an override for one or all sections of a course.

Certain administrative users in departments will be given permission to grant overrides to students by the Registrar's Office and will use this transaction for that purpose. The permissions are assigned for courses in a particular department or college.

An administrative user needs to give a student the ability to override a restriction on a course or section, to allow the student to register for that course/section.

The myUK Web Portal



Issuing a Course Registration Override is done through the myUK Web Portal. The myUK web portal is a way to access IRIS data through a web interface rather than logging into the SAP GUI system.

The procedure is a simple process; enter the student, the course/section, and issue the override.

Users must have an Active Directory ID and password to access the myUK portal.

Who will use the *myUK* Web Portal?



- **Students:**
 - ♦ View and Print class schedules
 - ♦ Look up course offerings
 - ♦ Book (or register for) courses
- **Faculty and Staff:**
 - ♦ Search for students
 - ♦ View a student profile (directory information)
 - ♦ Display course offerings
 - ♦ Enter grades
 - ♦ Issue Course Registration Overrides

Accessing the *myUK* Web Portal



Open the web to: <https://myuk.uky.edu/irj/portal>
Log on using your AD or MC account and password

The myUK Web Portal

IRIS
Integrated Business Information Systems

myUK Hi Tony Help | Personalize | Log Off

Home | Financial Aid View of Student | Financial Aid | Student Services | Employee Self-Service | Student Administration | Enterprise Services

Hello Personalize - User Mapping | SSO2 Reader | FDB App Launcher | Web Payment Service SSO

Hello

Related Links

- Active Directory Accounts
- Campus Management Module
- Financial Module
- IRIS On-Line Kit
- IRIS Training
- IRIS Web Site
- Materials Management Module
- myUK

IRIS Launch Pad

Welcome to the University of Kentucky myUK Portal

IRIS

Training Sandbox

IRIS News

Business Warehouse Update Plan
Business Warehouse will be updated three times each day, seven days a week, through May 31. The updates are scheduled for 12 noon, 4:00 p.m., and 10:30 p.m. Some updates will run approximately one hour.

Month-end Closing Information
April is officially closed, as of the

IRIS Team Login Pad

Training Login Pad

Modification of Confidentiality: This system is solely for the use of those authorized Kentucky Statewide or nonstatewide use of the University of Kentucky. IRIS therein will be reported to the appropriate University, state, or federal entities. It prohibits and state and federal laws that govern the use and disclosure of information including release from employment and/or legal sanctions. By logging a awareness of and adherence with this statement.

Done Trusted sites

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Navigating to Assign Student Overrides

IRIS
Integrated Business Information Systems

myUK Hi Tony

Home | Financial Aid View of Student | Financial Aid | Student Services | Employee Self-Service | Student Administration | Enterprise Services

Welcome | Academics | Administration Services | Admissions | Faculty Services | Advising Services

Hello Faculty

Welcome to the University of Kentucky myUK Portal Faculty Services!

The Faculty Services implementation will officially begin October 1, 2010. Prior to October 1 the Faculty services tab will be available for portal applications for the IRIS Project.

The first Faculty Services content to be tested is use of Blackboard. Thanks for your assistance in helping make myUK Portal a user friendly University of Kentucky Faculty Services.

myUK Hi Tony

Home | Financial Aid View of Student | Financial Aid | Student Services | Employee Self-Service | Student Administration | Enterprise Services

Welcome | Academics | Administration Services | Admissions | Faculty Services | Advising Services

Administrators

Detailed Navigation

- Administrators
- Registrar

Select Administration Services

myUK Hi Tony

Home | Financial Aid View of Student | Financial Aid | Student Services | Employee Self-Service | Student Administration | Enterprise Services

Welcome | Academics | Administration Services | Admissions | Faculty Services | Advising Services

Administrators

Detailed Navigation

- Administrators
 - Booking Rules
 - Assign Student Overrides
 - Course Capacities
- Registrar

Click the **Administrators** folder to open it and then click on **Assign Student Overrides**.

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Initial Student Overrides Screen



This is the main Student Overrides screen and issuing a Course Registration Override is a simple three step process; enter the student, the course/section, and issue the override.

Enter as much information as possible about the student in the **Find a student** area and then click the search button.

Finding a Student



To find a student enter either the student's **User Name** or **Student Number** if available. You can also find a student by entering the student's First and Last Names. Once the information is entered click **Search**.

Selecting a Student



Full Name	User Name	Date of Birth
Kristina Focus		12-25-1986

If you have searched for a student you will need to **select the student** from the search results. You may have to click through the search results using Next. [< Previous](#) [Next >](#)
If you have entered either a student's User Name or Student Number the student's information should be the only one shown.

Student Selected



Student Name: Kristina Focus
User Name:
Student#: 10031448
Date of Birth: 12-25-1986

Academic Term: Select...
Prefix:
Course#:
Section#: Search
Override Text: Assign

The student has been selected. The next step is to find and select a course for a specific academic term.

In this example we will assign a course override for PSY 100 Introduction to Psychology sections 001 and 003 for the Spring Semester January 2007

Academic Term Dropdown



Student Overrides

Find & select a student Find & Select a course Assign Override(s)

1 — 2 — 3

Find a course:

Student Name: Kristina Focus
User Name:
Student#: 10031448
Date of Birth: 12-25-1986

Academic Term: Select...
Prefix: Select...
Course#: Acad Year 2006-2007, Spring Semester Jan-2007
Acad Year 2006-2007, Summer Session 1 May-2007
Acad Year 2006-2007, Summer Session 2 Jun-2007
Acad Year 2007-2008, Fall Semester Aug-2007
Section#: Acad Year 2007-2008, Spring Semester Jan-2008
Acad Year 2007-2008, Summer Session 2 Jun-2008
Acad Year 2008-2009, Fall Semester Aug-2008
Acad Year 2008-2009, Spring Semester Jan-2009
Override Text: Acad Year 2009-2010, Fall Semester Aug-2009
Acad Year 2009-2010, Spring Semester Jan-2010
Acad Year 2010-2011, Fall Semester Aug-2010
Acad Year 2010-2011, Spring Semester Jan-2011
Acad Year 2011-2012, Spring Semester Jan-2012

To select the **Academic Term** click the **down arrow** to the right of the field to open the dropdown selection list.

Selecting the Academic Term



Student Overrides

Find & select a student Find & Select a course Assign Override(s)

1 — 2 — 3

Find a course:

Student Name: Kristina Focus
User Name:
Student#: 10031448
Date of Birth: 12-25-1986

Academic Term: Select...
Prefix: Select...
Course#: Acad Year 2006-2007, Spring Semester Jan-2007
Acad Year 2006-2007, Summer Session 1 May-2007
Acad Year 2006-2007, Summer Session 2 Jun-2007
Section#: Acad Year 2007-2008, Fall Semester Aug-2007
Acad Year 2007-2008, Spring Semester Jan-2008
Acad Year 2007-2008, Summer Session 2 Jun-2008
Acad Year 2008-2009, Fall Semester Aug-2008
Acad Year 2008-2009, Spring Semester Jan-2009
Override Text: Acad Year 2009-2010, Fall Semester Aug-2009
Acad Year 2009-2010, Spring Semester Jan-2010
Acad Year 2010-2011, Fall Semester Aug-2010
Acad Year 2010-2011, Spring Semester Jan-2011
Acad Year 2011-2012, Spring Semester Jan-2012

Select the Academic Year and Semester from the dropdown selection list.

Searching for a Course



Student Overrides

Find & select a student Find & Select a course Assign Override(s)

1 2 3

Find a course:

Student Name: Kristina Focus
User Name:
Student#: 10031448
Date of Birth: 12-25-1986

Academic Term: Acad Year 2006-2007, Spring Semester Jan-2007

Prefix: psy

Course#: 100

Section#:

Search

Override Text:

Assign

Back

You now need to identify the course and the particular section, sections, or all sections of the course to apply the override. To do this enter the **Prefix**, **Course number** and **Section number** (if known) in the appropriate fields and then click the search button.

Course Search Results



Student Overrides

Find & select a student Find & Select a course Assign Override(s)

1 2 3

Find a course:

Student Name: Kristina Focus
User Name:
Student#: 10031448
Date of Birth: 12-25-1986

Academic Term: Acad Year 2006-2007, Spring Semester Jan-2007

Prefix:

Course#:

Section#:

Search

Course	Section	Description
PSY 100	All Sections	INTRO TO PSYCHOLOGY
PSY 100	Section 001	INTRO TO PSYCHOLOGY
PSY 100	Section 002	INTRO TO PSYCHOLOGY
PSY 100	Section 003	INTRO TO PSYCHOLOGY
PSY 100	Section 004	INTRO TO PSYCHOLOGY
PSY 100	Section 005	INTRO TO PSYCHOLOGY
PSY 100	Section 006	INTRO TO PSYCHOLOGY
PSY 100	Section 007	INTRO TO PSYCHOLOGY
PSY 100	Section 008	INTRO TO PSYCHOLOGY
PSY 100	Section 009	INTRO TO PSYCHOLOGY

< Previous Next >

Override Text:

Assign

The search results that match the Prefix, Course number and Section number entered are displayed.

Identifying the Course Sections



Student Overrides

Find & select a student Find & Select a course Assign Override(s)

1 2 3

Find a course:

Student Name: Kristina Focus
User Name:
Student#: 10031448
Date of Birth: 12-25-1986

Academic Term: Acad Year 2006-2007, Spring Semester Jan-2007

Prefix:
Course#:
Section#:

Search

Course	Section	Description
PSY 100	All Sections	INTRO TO PSYCHOLOGY
PSY 100	Section 001	INTRO TO PSYCHOLOGY
PSY 100	Section 002	INTRO TO PSYCHOLOGY
PSY 100	Section 003	INTRO TO PSYCHOLOGY
PSY 100	Section 004	INTRO TO PSYCHOLOGY
PSY 100	Section 005	INTRO TO PSYCHOLOGY
PSY 100	Section 006	INTRO TO PSYCHOLOGY
PSY 100	Section 007	INTRO TO PSYCHOLOGY
PSY 100	Section 008	INTRO TO PSYCHOLOGY
PSY 100	Section 009	INTRO TO PSYCHOLOGY

← Previous Next →

Override Text:

Assign

Back

From the search results select either the course and a particular section or the course and all sections to apply the override.

- To assign this student an override for **all** sections of the course, click the course on the line that reads "All Sections" in the Sections column.

- To assign the student an override only for **one particular** section of the course, click that section.

If you do not see the section on this screen you may need to click Next.

Course and Section Selected



Student Overrides

Find & select a student Find & Select a course Assign Override(s)

1 2 3

Find a course:

Student Name: Kristina Focus
User Name:
Student#: 10031448
Date of Birth: 12-25-1986

Academic Term: Acad Year 2006-2007, Spring Semester Jan-2007

Prefix:
Course#:
Section#:

Search

Course	Section	Description
PSY 100	All Sections	INTRO TO PSYCHOLOGY
PSY 100	Section 001	INTRO TO PSYCHOLOGY
PSY 100	Section 002	INTRO TO PSYCHOLOGY
PSY 100	Section 003	INTRO TO PSYCHOLOGY
PSY 100	Section 004	INTRO TO PSYCHOLOGY
PSY 100	Section 005	INTRO TO PSYCHOLOGY
PSY 100	Section 006	INTRO TO PSYCHOLOGY
PSY 100	Section 007	INTRO TO PSYCHOLOGY
PSY 100	Section 008	INTRO TO PSYCHOLOGY
PSY 100	Section 009	INTRO TO PSYCHOLOGY

← Previous Next →

Course: PSY 100
Section: Section 001

Override Text: Select...

Assign

Back

Once you click on a course and section the information will be displayed. If you have accidentally selected the wrong combination just click on the correct one and the new course and section information will replace what is shown.

Selecting the Override



Student Overrides

Find & select a student Find & Select a course Assign Override(s)

1 2 3

Find a course:

Student Name: Kristina Focus
User Name:
Student#: 10031448
Date of Birth: 12-25-1996

Academic Term: Acad Year 2006-2007, Spring Semester Jan-2007

Prefc:
Course#:
Section#: Search

Course#	Section	Description
PSY 100	All Sections	INTRO TO PSYCHOLOGY
PSY 100	Section 001	INTRO TO PSYCHOLOGY
PSY 100	Section 002	INTRO TO PSYCHOLOGY
PSY 100	Section 003	INTRO TO PSYCHOLOGY
PSY 100	Section 004	INTRO TO PSYCHOLOGY
PSY 100	Section 005	INTRO TO PSYCHOLOGY
PSY 100	Section 006	INTRO TO PSYCHOLOGY
PSY 100	Section 007	INTRO TO PSYCHOLOGY
PSY 100	Section 008	INTRO TO PSYCHOLOGY
PSY 100	Section 009	INTRO TO PSYCHOLOGY

< Previous Next >

Course: PSY 100
Section: Section 001

Override Text: Select

- Select
- Override Controlled Enrollment
- Program type restrictions
- Override Capacity

From the **Override Text** dropdown box select the override you want to assign.

Applying the Override



Course	Section	Description
PSY 100	All Sections	INTRO TO PSYCHOLOGY
PSY 100	Section 001	INTRO TO PSYCHOLOGY
PSY 100	Section 002	INTRO TO PSYCHOLOGY
PSY 100	Section 003	INTRO TO PSYCHOLOGY
PSY 100	Section 004	INTRO TO PSYCHOLOGY
PSY 100	Section 005	INTRO TO PSYCHOLOGY
PSY 100	Section 006	INTRO TO PSYCHOLOGY
PSY 100	Section 007	INTRO TO PSYCHOLOGY
PSY 100	Section 008	INTRO TO PSYCHOLOGY
PSY 100	Section 009	INTRO TO PSYCHOLOGY

< Previous Next >

Course: PSY 100
Section: Section 001

Override Text: Override Controlled Enrollment

Assign

Back

Finally **click the Assign** button to assign the override for the selected course and section to that particular student.

Override Complete



Student Overrides

Override has been assigned successfully.

Find & select a student Find & Select a course Assign Override(s)

1 2 3

Find a course:

Student Name: Kristina Focus
User Name:
Student#: 10031448
Date of Birth: 12-25-1986

Academic Term: Acad Year 2006-2007, Spring Semester Jan-2007
Prefix:
Course#:
Section#: Search
Override Text: Assign

Assigned Override(s):

Select	Academic Term	Course	Section	Override Text	Remove
<input type="checkbox"/>	2007, Spring Semester	PSY 100	Section 001	Override Controlled Enrollment	X

Delete Back

Once the override has been assigned successfully a message will appear at the top of the screen and the override will be shown at the bottom of the screen.

Applying Additional Overrides



Student Overrides

Override has been assigned successfully.

Find & select a student Find & Select a course Assign Override(s)

1 2 3

Find a course:

Student Name: Kristina Focus
User Name:
Student#: 10031448
Date of Birth: 12-25-1986

Academic Term: Acad Year 2006-2007, Spring Semester Jan-2007
Prefix:
Course#:
Section#: Search
Override Text: Assign

Assigned Override(s):

Select	Academic Term	Course	Section	Override Text	Remove
<input type="checkbox"/>	2007, Spring Semester	PSY 100	Section 001	Override Controlled Enrollment	X
<input type="checkbox"/>	2007, Spring Semester	PSY 100	Section 033	Override Controlled Enrollment	X

Delete Back

If another override needs to be assigned to the same student for the same Academic Term search for the course and section and then select it from the search results found. As each override is assigned successfully a message will appear at the top of the screen and the override will be added to the list at the bottom of the screen.

Important Override Notice



Assigning an Override to a student does **NOT** book (register) them in the class.

Once the override has been assigned successfully it is the student's responsibility to register for the course and section using the *myUK* portal.

Course Summary



You should now be able to:

- Navigate *myUK* Web Portal to the Overrides Section
- Conduct a Student Search
- Conduct a Course Search
- Select the Appropriate Section or Sections for the Override
- Issue an Override to the Student
- Remove an Override from a Student