



Course Registration Overrides

SLCM_WP_220



Course Content



- Introduction
- Unit 1 – Issuing Overrides
- Course Summary



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

myHelp SLCM Portal Access



- In order to access SLCM Portal data, the user needs:
 - ♦ To successfully complete this course
 - ♦ To be designated as person responsible for issuing overrides
 - ♦ To sign the Statement of Responsibility (SOR)
 - Instructions available at:
http://www.uky.edu/IRIS/train/SOR_Information.html
 - If you have signed the SOR in UK_100, you do not need to sign it a second time
- If you do not have access, please work with your college contact to get this access assigned
 - ♦ The college contact list is located at
http://www.uky.edu/IRIS/CM/cm_group.html

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



UNIVERSITY OF KENTUCKY see blue.

Welcome to myUK

Use your [link blue](#) ID to Sign On to this portal.

User ID

Password

William T Young Library

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

UNIVERSITY OF KENTUCKY[®] see blue.

Welcome to myUK

Use your [link blue ID](#) to Sign On to this portal.

User ID

Password

Sign On

William T Young Library

The myUK Web Portal



Hi Tony

Sign Off

Launch Pad Student Services Student Administration Enterprise Services ESS/HR Employee Self-Service myUK

IRIS Systems

Related Links

- Active Directory Accounts
- Training
- myUK
- IRIS Project
- Business Warehouse
- Campus Management
- Faculty Effort System
- Grants Management
- Human Resources/Payroll
- Materials Management
- Plant Maintenance

IRIS Launch Pad

Welcome to the University of Kentucky myUK Portal!

IRIS

Training Sandbox

BVI Web Reporting

BVI BEs Reporting

BVI Developer

BPS Budgeting

Financial Aid - ProSAM

FESClient

IRIS News

February Closed - March 6
Month-end processing is complete and February is now closed.

New ESS Features - Feb. 13
Employees can review their personal data and tax withholding information, using new features on the Employee Self-Service tab.

IRIS Team Logon Pad

Training Logon Pad

Notification of Confidentiality - This system is solely for the use of those authorized to do so by the University of the responsible use of the University of Kentucky IRIS and the information contained therein will be reported to the Federal entities. Failure to comply with University policies and state and federal laws that govern the use and distribution of information including release from employment and/or legal sanctions. By logging on to IRIS, you acknowledge and consent to this statement.

Read the article

This is the main screen of the web portal and depending upon your access/roles in the system, your screen may look slightly different.

From this screen, select **Student Administration** tab.

If this tab does not appear on your screen, you do not have access.

Check with your College Contact regarding your access to this information.

Unit 1



Issuing Overrides

Unit 1 – Issuing Overrides



- Navigating Student Overrides
- Student and Course Search
- Applying the Override
- Additional Overrides
- Removing Overrides
- Important Override Notice

Navigating to Assign Student Overrides



The screenshot shows the myUK portal interface with several overlapping windows illustrating the navigation steps:

- Step 1:** The main portal header with navigation tabs: Launch Pad, Student Services, Student Administration, Enterprise Services, ESSTesters, Employee Self-Service, myUK. Below this is a secondary menu: Welcome, Academics, Administrative Services, Admissions, Advising Services, Faculty Services.
- Step 2:** A window titled "Hello Faculty and Staff" with a "Student Administration" link.
- Step 3:** A window showing the "Administrative Services" menu with sub-items: Administrative Services Overview, College Reports, Administrators, and Registrar.
- Step 4:** A window showing the "Assign Student Overrides" menu with sub-items: Administrative Services Overview, College Reports, Administrators, Assign Student Overrides, Course Capacities, Booking Rules, and Registrar.
- Step 5:** A window titled "Student Overrides" which is currently empty.

Text boxes with red arrows provide instructions:

- Select Administrative Services** (points to the "Administrative Services" menu item)
- Select Administrators** (click on **Assign Student Overrides** if Student Overrides screen does not appear) (points to the "Administrators" sub-item)
- Select Administrative Services** (points to the "Assign Student Overrides" sub-item)

Initial Student Overrides Screen



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

Assign Student Overrides

Detailed Navigation

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

Student Overrides

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

1 2 3

Find a student:

User Name:

Last Name:

First Name:

Student Number: Search

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



Student Overrides

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

1 2 3

Find a student:

User Name:

Last Name:

First Name:

Student Number: Search

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



Student Overrides

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

1 2 3

Find a student:

User Name:


Last Name:

First Name:

Student Number: **Search**

Select 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.  **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 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:

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
Override Text: Acad Year 2008-2009, Spring Semester Jan-2009
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
Override Text: Acad Year 2008-2009, Spring Semester Jan-2009
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#:

Override Text:

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#:

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:

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

Identifying the Course Sections



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

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



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

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:
Username: 10031440
Date of Birth: 12-25-1986

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

Prefix:
Course#: Search
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...
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#: Search
Section#: Assign

Override Text:

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#: Search
Section#: Assign

Override Text:

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.

Removing a Course Override



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#: Search
 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 an override needs to be removed click on the red "x" in the remove column in the Assigned Override area.

Override Removed



All permission(s) / override(s) has been deleted 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#: Search
 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

When the override has been removed successfully a message will appear at the top of the screen and the override will be removed from the Assigned Overrides list shown at the bottom of the screen.

Important Override Notice



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

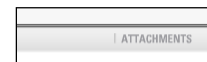
Once the override has been assigned successfully it is the student's responsibility to register for the course and section using the *myUK* portal.

Unit 1 Summary



- Navigating Student Overrides
- Student and Course Search
- Applying the Override
- Additional Overrides
- Removing Overrides
- Important Override Notice

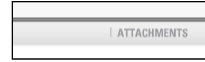
- Click **Attachment** (upper right corner) to view or print the **QRC Course Overrides**



Help Websites



- For Quick Reference Cards
 - ♦ Click on **Attachment** (upper right corner)
 - ♦ Click on QRC
 - ♦ Print
- myHelp website:
 - ♦ <http://myHelp.uky.edu/rwd/HTML/index.html>
 - ♦ Contains Quick Reference Cards (QRCs), updated course manuals, Simulations, Frequently Asked Questions, and other job aids
- IRIS website
 - ♦ <http://www.uky.edu/IRIS/>
 - ♦ Contains Information Directory, Forms, and other references



SLCM Courses



- Classroom Lab Courses
 - ♦ SLCM_AD_300 Event Planning
 - ♦ SLCM_AD_340 Programs of Study & Majors
 - ♦ SLCM_CA_310 Student Account Balance Display
- SLCM Web Courses
 - ♦ SLCM_200 Student Lifecycle Management Overview
 - ♦ SLCM_AD_310 Student Records
 - ♦ SLCM_AD_315 Booking Rules
 - ♦ SLCM_AD_320 Booking
 - ♦ SLCM_WP_210 Grading
 - ♦ SLCM_WP_220 Overrides
 - ♦ SLCM_WP_230 SLCM Faculty Overview
 - ♦ SLCM_WP_310 Advising

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

Course Completion Instructions



- Click **Logoff** (lower right corner)
- When the WBT window closes, go back to your original browser window
 - ♦ Click on the browser window in your taskbar and wait for the screen to refresh
- Scroll down the page until you see the **Confirm Participation** section
- To complete the course, click **Confirm Participation**



Log off

