

Registration Permit Override Instructions

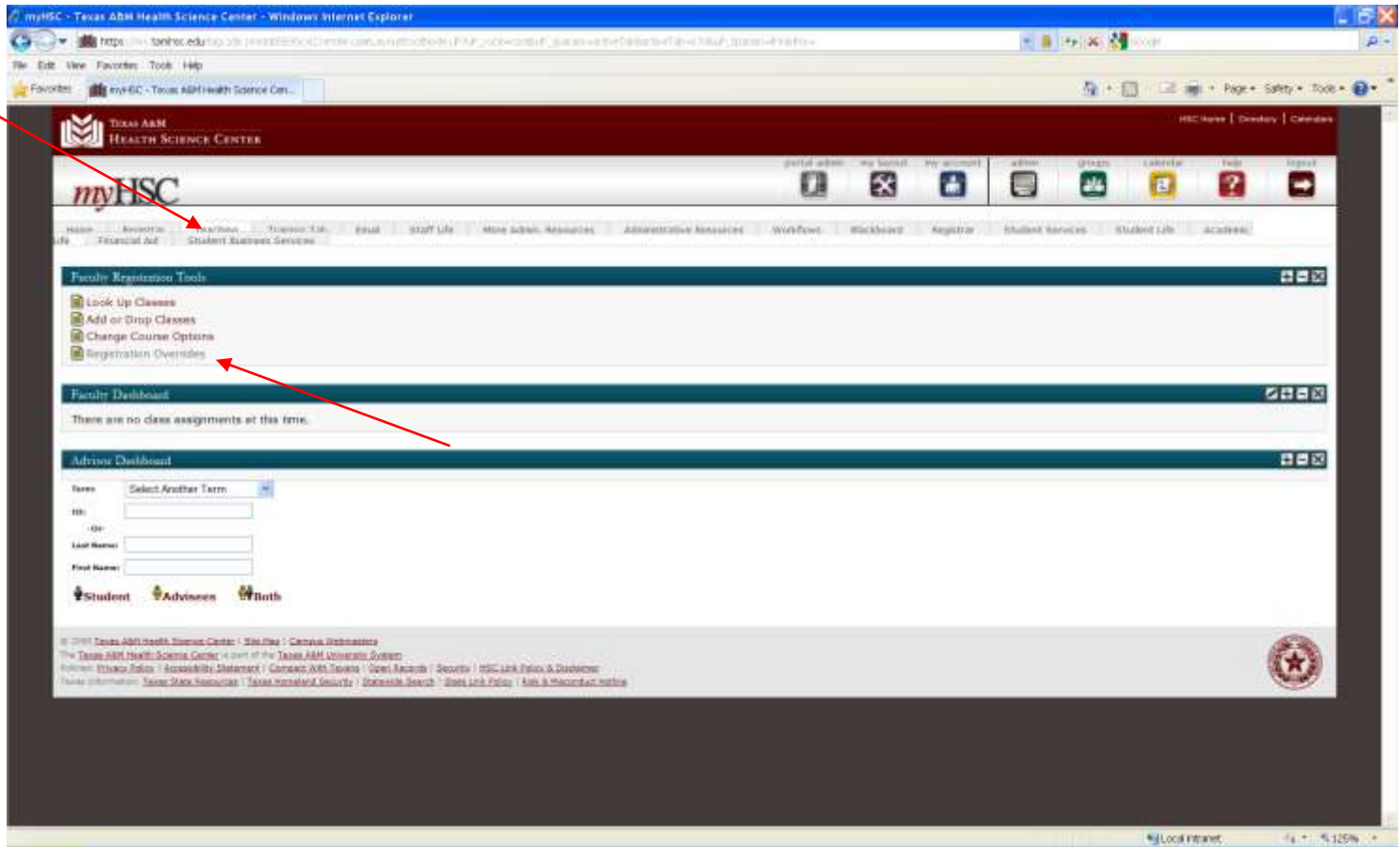
The purpose of a registration permit override is to approve certain students to register in courses that are restricted by permission of the instructor. You will likely receive a call or visit from a student who says that s/he is unable to register for a course because s/he needs your permission. At that time, you can override the instructor permission prerequisite. Alternatively, if you identify a group of students prior to the beginning of web registration that should be permitted to register for a course that has the instructor permission prerequisite, you may assign an override to each of students in the identified group before registration opens.

1) Log onto myHSC.



2) Click on the Teaching tab, and then click on “Registration Overrides.”

If you do not have the Teaching tab or the “Registration Overrides” channel available, please contact the OIT Help Desk for assistance.



3) Select a term and click the submit button.

The screenshot shows a web browser window displaying the myASC - Texas A&M Health Science Center website. The page has a dark red header with the university logo and navigation links. Below the header, there are tabs for 'Personal Information', 'Student', and 'Faculty Services'. The 'Student' tab is active, and the 'Select Term' form is displayed. The form includes a search bar, a 'Select a Term' dropdown menu with 'Spring 2011' selected, and a 'Submit' button. A red arrow points to the 'Submit' button. The page also shows a 'RELEASE: 8.1' notice and a 'powered by SUNGARD HIGHER EDUCATION' logo.

myASC - Texas A&M Health Science Center - Windows Internet Explorer

https://myasc.tamuhsc.edu/.../SelectTerm.do?_afPz=...&_afPz=...&_afPz=...

File Edit View Favorites Tools Help

myASC - Texas A&M Health Science Center

Back In Teaching Tab

Personal Information Student Faculty Services

Search [Go]

RETURN TO MENU SITE MAP HELP

H00014510 Test T. Student
Nov 02, 2010 09:35 am

Select Term

Select a Term: Spring 2011

Submit

RELEASE: 8.1

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Done Local intranet 125%

4) Enter the student's UIN or last name and click the submit button.

The screenshot shows a web browser window displaying the Texas A&M Health Science Center website. The page title is "Texas A&M Health Science Center - Windows Internet Explorer". The website header includes the Texas A&M Health Science Center logo and navigation links: "Home", "About", "Contact", "Faculty Services", "Students", "Teaching Tools", "Research", "Public Health", "Continuing Education", "Library", "News", "Events", "Jobs", "Partners". The main content area is titled "Student and Advisee ID Selection". It contains a search bar with the text "Search" and a "Go" button. Below the search bar, there is a section titled "You may enter:" with two instructions: "1. The ID of the Student or Advisee you want to process, or" and "2. Partial names, a student search type, or a combination of both. Then select Submit." Below these instructions, there is a text input field labeled "Student or Advisee ID:". Below this field, there is a section titled "OR" followed by "Student and Advisee Query". This section includes two text input fields: "Last Name:" and "First Name:". Below these fields, there is a "Search Type:" section with three radio buttons: "Students", "Advisees", and "Both". The "Both" radio button is selected. Below the "Search Type:" section, there are two buttons: "Submit" and "Reset". At the bottom of the page, there is a footer that reads "RELEASE: 8.2.1" and "powered by BUNNARD HIGHER EDUCATION". Two red arrows are drawn on the page: one points to the "Student or Advisee ID:" input field, and the other points to the "Submit" button.

Search

RETURN TO MENU SITE MAP HELP

Student and Advisee ID Selection

000014510 Test T. Student
Spring 2011
Nov 02, 2010 08:59 am

You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID:

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: ☐ Students ☐ Advisees ☒ Both

RELEASE: 8.2.1

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5) A student verification screen will appear confirming the name of the student you have chosen.



- 6) A drop down box will appear that shows the courses for which you may override the instructor approval prerequisite.

Registration Overrides - Windows Internet Explorer

http://trentu.ca/.../trentu.edu/WWW2/PHPM6050/Student/RegistrationOverrides

File Edit View Favorites Tools Help

Registration Overrides


SUNGARD HIGHER EDUCATION

Personal Information Faculty Services

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Registration Overrides

 Confidential Information for Test T, Student

Registration Overrides

Override	Course
None	None
None	None
None	None

Submit

Current Student Overrides

Override	Course	Activity Date Entered by
Instructor Permit 1014 -	PHPM 605 0	Oct 27, 2010 WWW2_USER

Current Student Schedule

No schedule available for selected term.

[Return to Previous](#)

- 7) You will choose “Instructor Permit” from the drop down box, and then choose the course for which you wish to override the prerequisite. Then, click the submit button.

The screenshot shows the SUNGARD HIGHER EDUCATION web application. The page title is "Registration Overrides". Below the title, there is a search bar and a "Go" button. The "Registration Overrides" section contains a table with the following data:

Override	Course
Instructor Permit	None
None	None
None	1014 - PHPM 605 0
None	1054 - PHPM 604 0

Below the table is a "Submit" button. The "Current Student Overrides" section shows a table with the following data:

Override	Course	Activity Date Entered by
Instructor Permit 1014 - PHPM 605 0	Oct 27, 2010	WWW2_USER

The "Current Student Schedule" section shows a message: "No schedule available for selected term." and a link to "Return to Previous".

- 8) Click the “submit” button again and you will receive a message stating that your override has been saved successfully.

Registration Overrides - Webview Internet Explorer

SUNGARD HIGHER EDUCATION

Personal Information Faculty Services

Search [] Go

RETURN TO MENU SITE MAP HELP EXIT

Registration Overrides

These are the override requests you entered. Please confirm them by selecting Submit.

Override	CRN	Course Number	Section	Student	Activity Date
Instructor Permit 1053	PHPM	684	0	Test T. Student	Nov 02, 2010

RELEASE: 8.1

[Registration Overrides]

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Registration Overrides - Webview Internet Explorer

SUNGARD HIGHER EDUCATION

Personal Information Faculty Services

Search [] Go

RETURN TO MENU SITE MAP HELP EXIT

Registration Overrides

Confidential Information for Test T. Student

☒ The registration overrides you entered have been saved successfully.

Override	Course
None	None
None	None
None	None

Current Student Overrides

Override	Course	Activity Date	Entered by
Instructor Permit 1014	PHPM 605	Oct 27, 2010	WWW2_USER
Instructor Permit 1053	PHPM 684	Nov 02, 2010	WWW2_USER

Current Student Schedule

- 9) The student can now register for the course via web registration.