

Registration Prerequisite Override Instructions

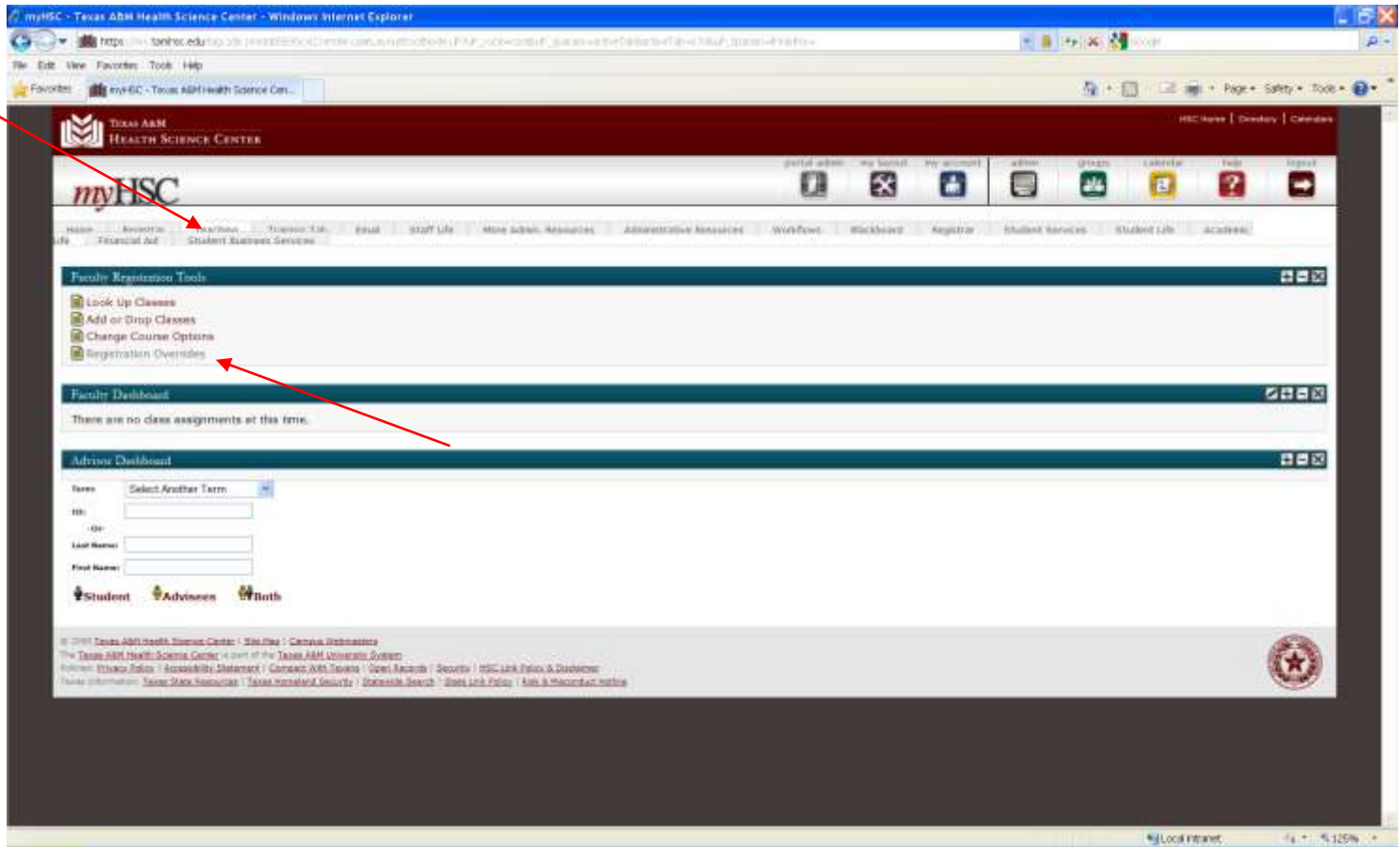
The purpose of a registration permit override is to approve certain students to register in courses that are restricted by prerequisite requirements. You will likely receive a call or visit from a student who says that s/he is unable to register for a course because s/he needs a prerequisite waived. At that time, you can override the prerequisite requirement. 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 prerequisite requirements, 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 myTSC - 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.

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

https://mytsc.tamhsc.edu/.../SelectTerm.do?_af=1327...&_af=1327...&_af=1327...

File Edit View Favorites Tools Help

myTSC - Texas A&M Health Science Center

myTSC - Texas A&M Health Science Center

Back In Teaching Tab

Personal Information Student Faculty Services

Search [Go]

RETURN TO MENU SITE MAP HELP

Select Term

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

Select a Term: Spring 2011

Submit

RELEASE: 8.1

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Done Local intranet 125%

4) Enter the student's UIN 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 browser address bar shows the URL "http://www.tamhscenter.edu". The page has a dark red header with the Texas A&M Health Science Center logo and navigation links. Below the header, there are tabs for "Personal Information", "Student", and "Faculty Services". The "Student" tab is selected. The main content area is titled "Student and Advisee ID Selection". It includes a search bar with a "GO" button. Below the search bar, there are instructions: "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." There is a text input field labeled "Student or Advisee ID:". Below this field, there is an "OR" section with a "Student and Advisee Query" form. This form includes fields for "Last Name:" and "First Name:", both containing the text "Test". Below these fields, there is a "Search Type:" section with three radio buttons: "Students", "Advisees", and "Both". The "Both" radio button is selected. At the bottom of the form, there are "Submit" and "Reset" buttons. The page footer includes the text "RELEASE: 8.2.1" and "powered by SUNDRUM HIGHER EDUCATION". A red arrow points from the left side of the image to the "Student or Advisee ID:" input field.

Search

RETURN TO MENU SITE MAP HELP

Student and Advisee ID Selection

H00014510 Test T. Student
Spring 2011
Nov 02, 2010 09:59 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 prerequisite.

The screenshot shows the 'Registration Overrides' page in a web browser. The page has a header with the SUNGARD HIGHER EDUCATION logo and navigation links like 'PERSONAL INFORMATION' and 'FACULTY SERVICES'. Below the header is a search bar and a 'Go' button. The main section is titled 'Registration Overrides' and contains a form for entering override information. A red arrow points to a dropdown menu in the 'Prerequisite Permit' section, which is currently showing '2079 - NURS 315 0'. Below the form is a 'Submit' button. At the bottom, there is a section for 'Current Student Overrides' showing a table with columns 'Override', 'Course', and 'Activity Date Entered by'. The table contains one entry: 'Prerequisite Permit 2079 - NURS 315 0 Apr 13, 2011 WWW2_USER'. There is also a section for 'Current Student Schedule' at the very bottom.

Information for

Registration Overrides

Override	Course
Prerequisite Permit	None
None	None
None	2079 - NURS 315 0
None	None

Current Student Overrides

Override	Course	Activity Date Entered by
Prerequisite Permit	2079 - NURS 315 0	Apr 13, 2011 WWW2_USER

Current Student Schedule

- 7) You will choose "Prerequisite 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 Registration Overrides web application. The page has a header with the SUNGARD logo and navigation links. Below the header is a search bar and a 'Go' button. The main section is titled 'Registration Overrides' and contains information for Jennifer N. Williams. There is a table for 'Registration Overrides' with columns 'Override' and 'Course'. The first row shows 'Prerequisite Permit' selected in the 'Override' column and 'None' in the 'Course' column. The second row shows 'None' in the 'Override' column and '2079 - NURS 315 0' in the 'Course' column. The third row shows 'None' in both columns. Below the table is a 'Submit' button. At the bottom, there is a section for 'Current Student Overrides' with a table showing 'Prerequisite Permit 2079 - NURS 315 0' entered on 'Apr 13, 2011' by 'WWW2_USER'. There is also a section for 'Current Student Schedule'.

Override	Course
Prerequisite Permit	None
None	2079 - NURS 315 0
None	None

Submit

Current Student Overrides

Override	Course	Activity Date Entered by
Prerequisite Permit	2079 - NURS 315 0	Apr 13, 2011 WWW2_USER

Current Student Schedule

- 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

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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

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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.