How to Process an Override in Self Service Carolina

1. Log in to Self Service Carolina using your VIP ID and password
2. Select the Faculty Services Menu
   a. Select Term Selection

3. Under Faculty Services, you must first select the term for which you want to grant the student an override
   a. Select Term Selection
b. You must select a term
c. Use the drop down box and select a term and click Submit.

4. Return to the Faculty Services menu and select ID Selection under the Student Information Menu
5. You can now enter a student’s ID or search by first and last name.

a. Make sure to leave the Search Type as “All” when doing a search. Click Submit to search for your student.

6. You will get a drop down list of students who match your search. Choose your student and click Submit.
7. You will return to the Faculty Services menu. Under Student Information Menu, you will select Registration Override.

8. On the Registration Override screen, the student you selected should be at the top.

a. The student you selected should follow you to this next override screen.
a. From here you can choose from a list of overrides and courses to attach to the appropriate override.
10.  
11. Select the appropriate override and course for the student 
12.  

Registration Overrides 

**Over**ve

Capacity Override
None
None
None
None
None

Submit 

There are no current overrides at this time.

Current Student Schedule

No schedule available for selected student and term.

Return to Previous 

ID Selection   Student Schedule

Release: 8.1

Registration Overides 

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

<table>
<thead>
<tr>
<th>Override</th>
<th>CRN</th>
<th>Course</th>
<th>Number</th>
<th>Section</th>
<th>Student</th>
<th>Activity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capacity Override</td>
<td>81044</td>
<td>HIST</td>
<td>799</td>
<td>0</td>
<td>Madeline C. Wood</td>
<td>Mar 18, 2013</td>
</tr>
</tbody>
</table>

Submit
a. You will receive a confirmation screen after clicking Submit where you can look over the override you have given the student. If you are satisfied, click Submit again.

13. a. If everything is successful, you will get a success message. The override will now appear in the Current Student Overrides section.

14. To move on to the next student, you can click ID Selection at the bottom of the screen to select a new student.
Guide to Choose Correct Code when Processing a Course Override

Course Override Descriptions..................................................................................................................................................2
1. **Attribute Override** – overrides a restriction limiting registration to students with a specific student attribute.

2. **Campus Override** – overrides a restriction limiting registration to students on a specific campus.

3. **Capacity Override** – overrides the maximum enrollment number. It does not look at legal capacity.

4. **Classification Override** – overrides a restriction to students of a specific classification, i.e. freshmen, sophomore, junior, senior.

5. **Co-requisite Override** – overrides a co-requisite requirement;

6. **Cohort Override** – overrides a restriction to a specific cohort of students;

7. **College Restriction Override** – overrides a section restriction to a specific college;

8. **Contract Required** – overrides the requirement for a contract; to be used after contract is completed;

9. **Department Special Permission** – overrides special permission by department. To be used after department gives approval.

10. **Duplicate Override** – allows a student to register for two sections of the exact same course. For example, if a student needs 12 hours of the same course within the semester but it is a 6 credit hour course. The override must be placed on both CRN’s.

11. **Extended University Permission** – overrides special permission by Extended University. Used only by the Extended University on their courses.

12. **Honors College Permission Req** – overrides special permission by the SC Honors College. Used only by SCHC for their courses, SCHC and those with a leading H in the section number.

13. **Instructor Permission Required** – Overrides special permission by instructor; to be used after instructor grants approval.

14. **Level Override** – overrides a level restriction, i.e. UG, GR, LW, MD, and RX.

15. **Major Override** – Overrides a major restriction.

16. **Minor Override** – overrides a minor restriction.

17. **Pre-requisite Override** – overrides a pre-req requirement.

18. **Program Override** – overrides a program restriction.

19. **Repeat Hours Override** – for those courses that have repeat hours, allows the student to enroll for a greater number than listed at the catalog listing. Note: all Columbia courses are repeatable.

20. **Repeat Limit Override** - for those courses that have a limited number of times they can be repeated, allows the student to enroll beyond the number of times designated at the catalog listing.

21. **School Special Permission** – overrides special permission by school; to be used after the school/college grants approval.