

Registration Overrides:

THE FACULTY VIEW

The faculty member signs in to their MyCCRI account and clicks on the For faculty tab:

The screenshot shows the MyCCRI Faculty Dashboard. At the top, the MyCCRI logo is displayed with the tagline "Providing new and improved resources and tools for students, faculty and staff." Below the logo, the user's account information is shown: "My Account: Welcome John P. Panzica, Context Layout, Portal Admin, You are currently logged in." Navigation tabs include MyCCRI, Support, myChannels, myCourseTools, myInfo, For Students, My Schedule, For Faculty (selected), For Employees, and For Finance. The dashboard is divided into several sections: Faculty Dashboard (listing courses like Intro To Computers, Programming Concepts, and Intro Sprdshts-Excel for various semesters), Faculty Schedule (showing the current date as Jan 21, 2011 and a search function), Faculty Grade Assignment (with a Midterm Grades dropdown), Faculty Registration Tools (listing options like Look Up Class, Add or Drop Classes, and Registration Overrides), and Faculty Services (with a search bar and navigation links).

In the Faculty Registration Tools channel, click on Registration Overrides.

Select the term:

The screenshot shows the "Select Term" page in the MyCCRI Faculty Registration Tools channel. The page header includes the MyCCRI logo and navigation links like "Back to For Faculty Tab", "E-mail", "Groups", "Logout", and "Help". The user's name and session information are displayed: "91000476 John P. Panzica, Jan 21, 2011 01:07 pm". The main content area contains the instruction: "Select the Term for processing then press the Submit Term button." Below this, there is a dropdown menu for "Select a Term:" with "Spring 2011" selected, and a "Submit" button. The page footer includes "RELEASE: 6.4" and "powered by SUNGARD HIGHER EDUCATION".

Enter the CCRI ID of the student (or search for the student using first and last name):

The screenshot shows the "ID Selection" page in the MyCCRI Faculty Registration Tools channel. The page header is identical to the previous screenshot. The main content area contains the instruction: "Enter the ID of the Student/Advisee you want to process then press the Submit ID button." Below this, there is a text input field for "Student or Advisee ID:". An "OR" section follows, titled "Student and Advisee Query", which includes input fields for "Last Name:" and "First Name:", a "Search Type:" section with radio buttons for "Students", "Advisees", "Both", and "All", and "Submit" and "Reset" buttons. The page footer includes "RELEASE: 6.4" and "powered by SUNGARD HIGHER EDUCATION".

Verify that the student is the proper student intended:

MyCC
Back to For Faculty Tab | E-mail | Groups | Logout | Help
91000476 John P. Panzica
Jan 21, 2011 01:15 pm

Student Verification

Verify your selection is correct by clicking OK.

John P. Panzica is the name of the student or advisee that you selected.

RELEASE: 6.4 | [Student Verification Links](#) | [ID Selection] | powered by SUNGARD HIGHER EDUCATION

The Override screen will display:

MyCC
Back to For Faculty Tab | E-mail | Groups | Logout | Help
91000476 John P. Panzica
Spring 2011
Jan 21, 2011 01:15 pm

Faculty Registration Permits/Overrides

Information for John P. Panzica
Welcome to the Faculty Registration Permits/Overrides Worksheet.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

Registration Overrides

| Override | Course |
|----------|--------|
| None | None |
| None | None |
| None | None |

There are no current overrides for the selected student and term.

Next, select the Override type (from the drop-down):

MyCC
Back to For Faculty Tab | E-mail | Groups | Logout | Help
91000476 John P. Panzica
Spring 2011
Jan 21, 2011 01:15 pm

Faculty Registration Permits/Overrides

Information for John P. Panzica
Welcome to the Faculty Registration Permits/Overrides Worksheet.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

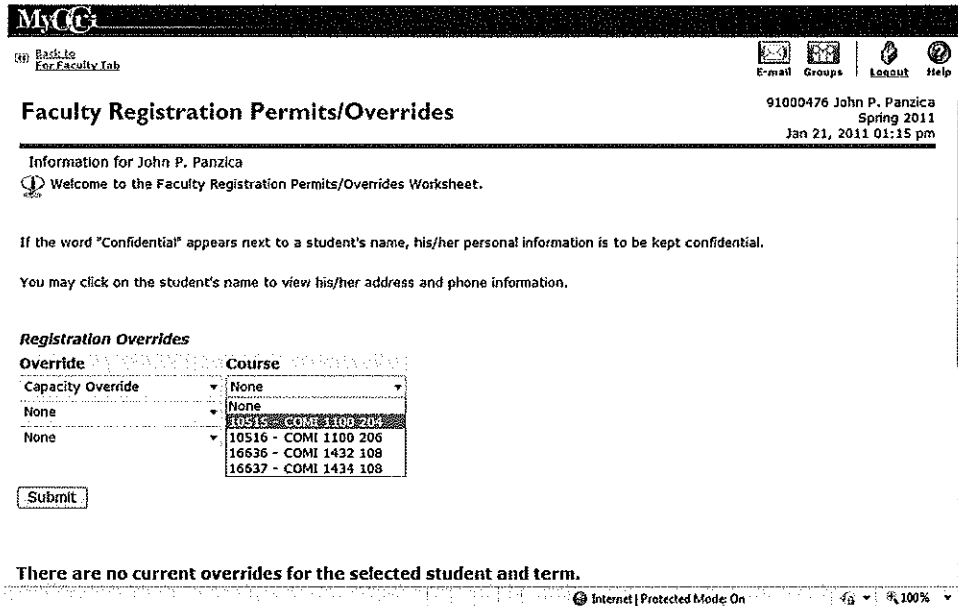
Registration Overrides

| Override | Course |
|----------------------------|--------|
| None | None |
| None | None |
| Capacity and Preg Override | None |
| Capacity Override | None |
| Major Restriction Override | |
| Pre-requisite Override | |

There are no current overrides for the selected student and term.

And select the Course (from the drop-down):

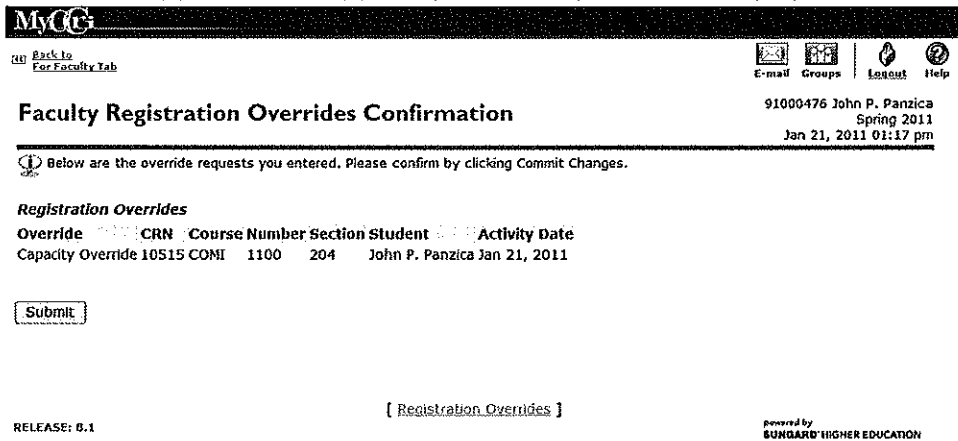
You will only have access to authorize overrides for courses you are teaching.



The screenshot shows the MyCC Faculty Registration Permits/Overrides interface. At the top, there is a navigation bar with "Back to For Faculty Tab" and utility icons for "E-mail", "Groups", "Logout", and "Help". The user information is "91000476 John P. Panzica, Spring 2011, Jan 21, 2011 01:15 pm". The main heading is "Faculty Registration Permits/Overrides". Below this, it says "Information for John P. Panzica" and "Welcome to the Faculty Registration Permits/Overrides Worksheet." A note states: "If the word 'Confidential' appears next to a student's name, his/her personal information is to be kept confidential. You may click on the student's name to view his/her address and phone information." The "Registration Overrides" section contains a table with two columns: "Override" and "Course". The "Capacity Override" dropdown is set to "None", and the "Course" dropdown is open, showing options: "None", "10515 - COMI 1100 204", "10516 - COMI 1100 206", "16636 - COMI 1432 108", and "16637 - COMI 1434 108". A "Submit" button is located below the table. At the bottom of the page, a message reads: "There are no current overrides for the selected student and term." The browser status bar at the bottom indicates "Internet | Protected Mode: On" and "100%".

Click Submit

A screen confirming the override(s) and Student(s) that you wish to process will display:



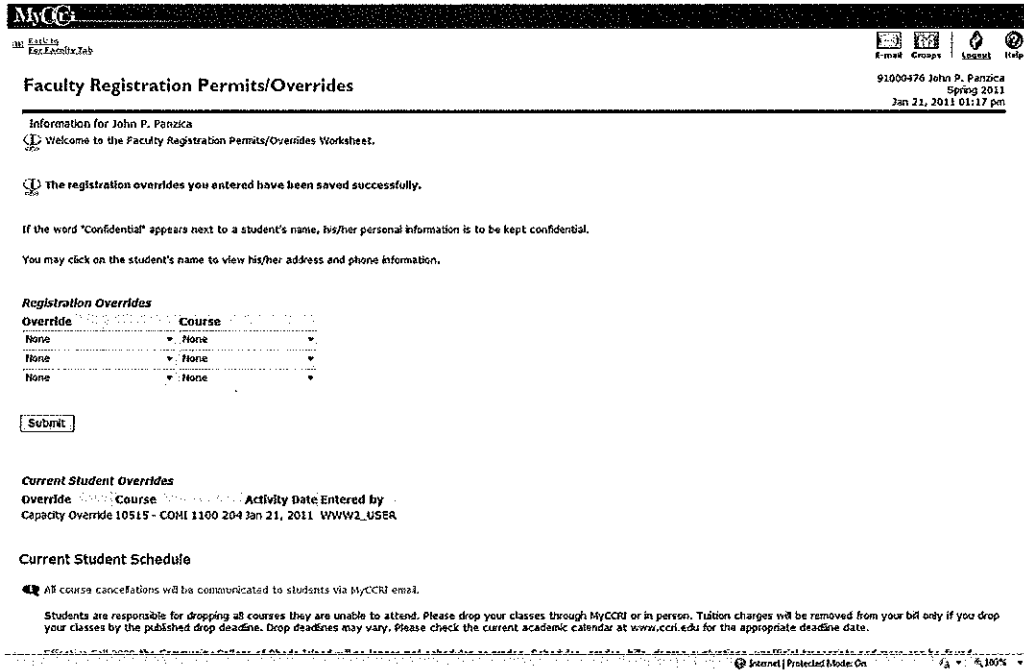
The screenshot shows the MyCC Faculty Registration Overrides Confirmation page. The navigation bar and user information are identical to the previous page. The main heading is "Faculty Registration Overrides Confirmation". Below this, it says "Below are the override requests you entered. Please confirm by clicking Commit Changes." The "Registration Overrides" section contains a table with the following data:

| Override | CRN | Course Number | Section | Student | Activity Date |
|-------------------|-------|---------------|---------|-----------------|---------------|
| Capacity Override | 10515 | COMI 1100 | 204 | John P. Panzica | Jan 21, 2011 |

A "Submit" button is located below the table. At the bottom of the page, there is a footer with "RELEASE: 0.1", "[Registration Overrides]", and "powered by SUNGARD HIGHER EDUCATION".

Click Submit

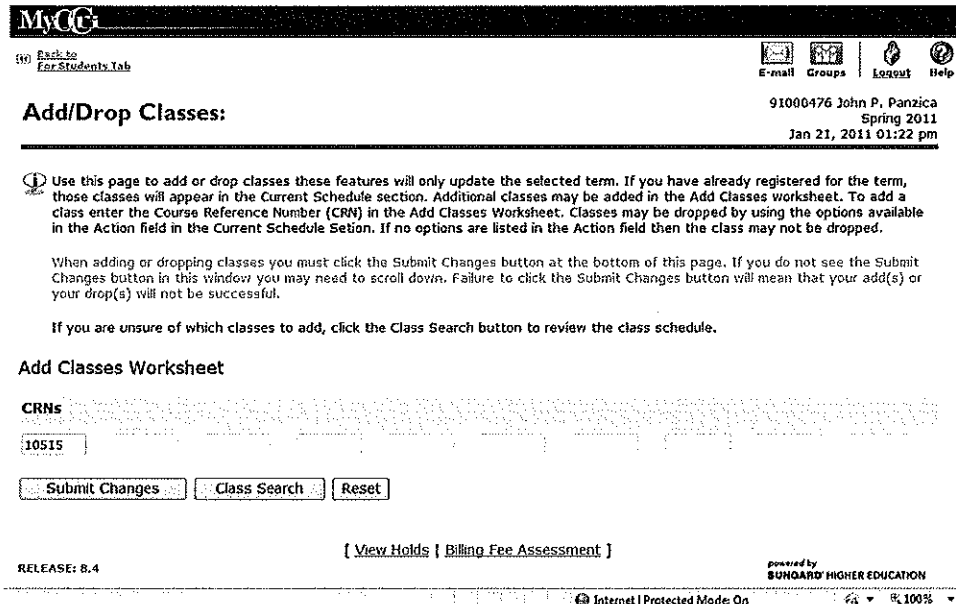
A screen displaying all processed overrides will display:



The screenshot shows the MyCCRI Faculty Registration Permits/Overrides page. At the top, there is a navigation bar with the MyCCRI logo and links for E-mail, Groups, Logout, and Help. The user is identified as John P. Panzica, Spring 2011, with a session time of Jan 21, 2011 01:17 pm. The page title is "Faculty Registration Permits/Overrides". Below the title, there is a section for "Information for John P. Panzica" with a welcome message and a confirmation that registration overrides have been saved successfully. A note indicates that the word "Confidential" appears next to a student's name, and a link is provided to view their address and phone information. The "Registration Overrides" section contains two dropdown menus, both set to "None", and a "Submit" button. Below this is the "Current Student Overrides" section, showing a "Capacity Override" for course COHI 1100 204 on Jan 21, 2011. The "Current Student Schedule" section includes a note about course cancellations and a warning about dropping classes. The footer of the page includes the text "Internet | Protected Mode: On" and a zoom level of 100%.

THE STUDENT VIEW

The student simply goes in to add classes as they normally would. They need the CRN of the course, they type in the CRN of the course and Click the Submit Changes button:



The screenshot shows the MyCCRI Add/Drop Classes page. The navigation bar is similar to the previous page, but the user is identified as John P. Panzica, Spring 2011, with a session time of Jan 21, 2011 01:22 pm. The page title is "Add/Drop Classes:". Below the title, there is a section for "Add/Drop Classes:" with instructions on how to use the page to add or drop classes. A note states that when adding or dropping classes, the user must click the "Submit Changes" button at the bottom of the page. Below the instructions is the "Add Classes Worksheet" section, which contains a text input field for "CRNs" with the value "10515" entered. Below the input field are three buttons: "Submit Changes", "Class Search", and "Reset". The footer of the page includes the text "RELEASE: 8.4", "[View Holds | Billing Fee Assessment]", and "powered by SUNGARD HIGHER EDUCATION". The footer also includes the text "Internet | Protected Mode: On" and a zoom level of 100%.

The current registration should now reflect that added course:

MCC

[Back to For Students Tab](#) [Email](#) [Groups](#) [Logout](#) [Help](#)

Add/Drop Classes:

91000476 John P. Panzica
Spring 2011
Jan 21, 2011 01:22 pm

Use this page to add or drop classes these features will only update the selected term. If you have already registered for the term, those classes will appear in the Current Schedule section. Additional classes may be added in the Add Classes worksheet. To add a class enter the Course Reference Number (CRN) in the Add Classes Worksheet. Classes may be dropped by using the options available in the Action field in the Current Schedule Section. If no options are listed in the Action field then the class may not be dropped.

When adding or dropping classes you must click the Submit Changes button at the bottom of this page. If you do not see the Submit Changes button in this window you may need to scroll down. Failure to click the Submit Changes button will mean that your add(s) or your drop(s) will not be successful.

If you are unsure of which classes to add, click the Class Search button to review the class schedule.

Current Schedule

| Status | Action | CRN | Subj | Crs | Sec | Level | Credit | Grade Mode | Title |
|------------------------------------|--------|-------|------|------|-----|---------------|--------|-----------------|--------------------|
| **Web Registered** on Jan 21, 2011 | None | 10515 | COMI | 1100 | 204 | Undergraduate | 3.000 | Standard Letter | Intro To Computers |

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Jan 21, 2011 01:22 pm

Internet | Protected Mode: On 100%