

Key Points for Power-Users

Faculty designated as “Power-Users” have limited ability to perform overrides. The following registration limitations may be overridden:

- Prerequisites
- Corequisites
- Filled Sections
- Repeat courses
- Section restrictions (specific majors, etc.)

You do NOT have authority or access to override the following conditions:

- Schedule conflicts
- Student petitions (used for Learning Communities)
- Student eligibility conditions (underage students, business office holds, students requiring readmission, etc.)

When performing an override, please consider the following:

- ✓ Section overrides for any purpose should only be done for courses in your own area. You should always obtain permission from the appropriate department before overriding courses in other disciplines
- ✓ Some courses are intentionally set to “0” capacity, forcing students to see the instructor before registering. Don’t do an override on these courses.
- ✓ Prerequisite/corequisite overrides require that proper documentation be submitted to the FTE auditor (Connie Lloyd). The appropriate form or log should be submitted to her on or before the 10% attendance report due date.
- ✓ When allowing students into a closed class, be sure that the number registered will not exceed the fire code for the assigned room. Check with Laura Corbett if you are unsure of the room capacity.
- ✓ Acceptable reasons for overriding a prerequisite include:
 - Transfer Credit not yet posted in the system (student must have a copy of their transcripts for you to verify)
 - Demonstrated proficiency (licenses, professional accreditation, etc.)
 - Placement test score not yet posted (student must have a copy of their scores for you to verify)
 - Prior course work, i.e. prior course content is equal to prerequisite, even if there is not an exact match.

Registration Error Messages

Closed Section: Click "R" to register, then "OK" at the warning message.

The screenshot shows a registration window for a student named Billy R. The interface includes a table of sections and a term summary. An alert dialog box is displayed over the table, indicating that the selected section is closed and offers options to register (R) or cancel (C).

Section Name and Title	Aud	Creds	CEUs	Stat	Start Date	Term
1 2007su hum 115 06in						
2						
3						
4						

Alert: Section is "Closed": (R)register or (C)cancel

Buttons: R, C

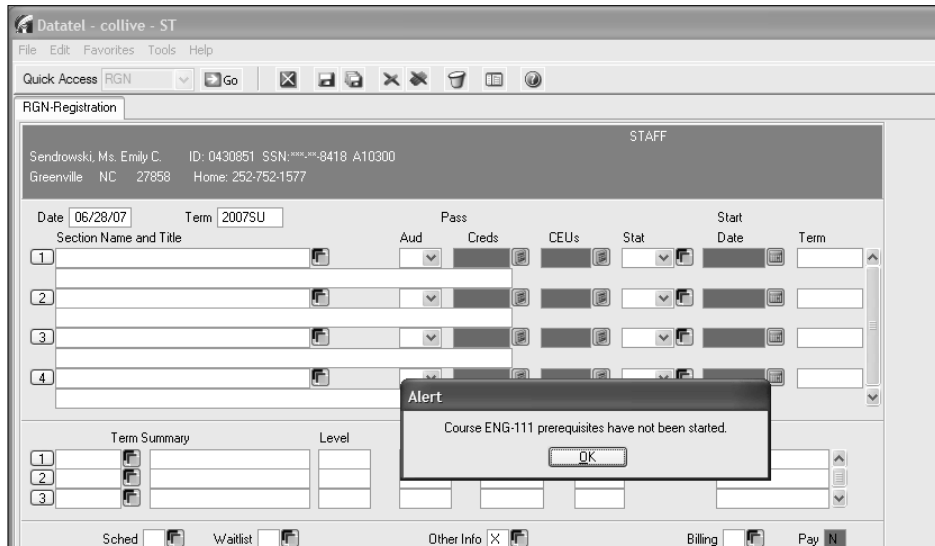
The screenshot shows a registration window for a student named Robert T. The interface includes a table of sections and a term summary. A warning dialog box is displayed, stating that the student has been enrolled in a closed section and provides an OK button.

Section Name and Title	Aud	Creds	CEUs	Stat	Start Date	Term
1 DBA-110-01IN Database Concepts		3.00		N	05/23/07	2007SU
2 05/23/07 08/02/07 WEB SITE CLAS TBA TBA						
3						
4						

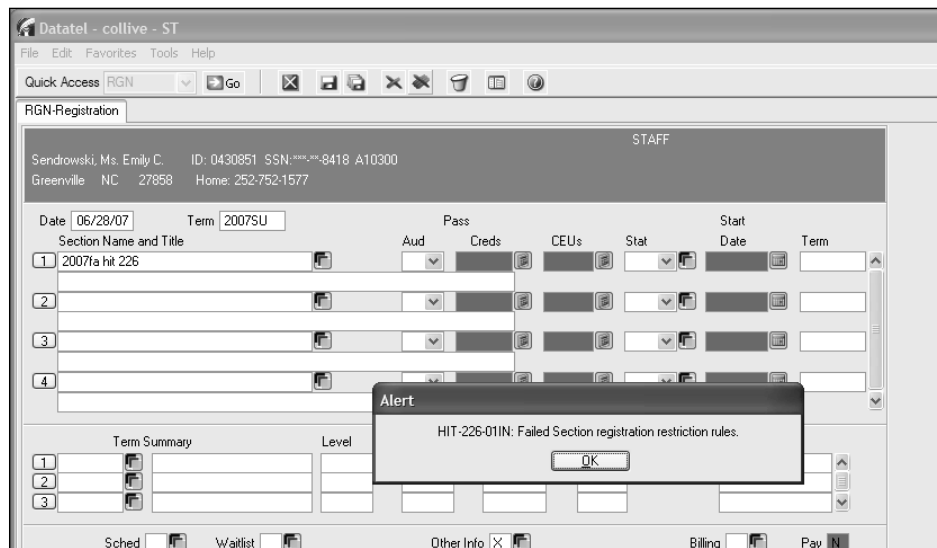
Warning: The student has been enrolled in a "Closed" Section.

Button: OK

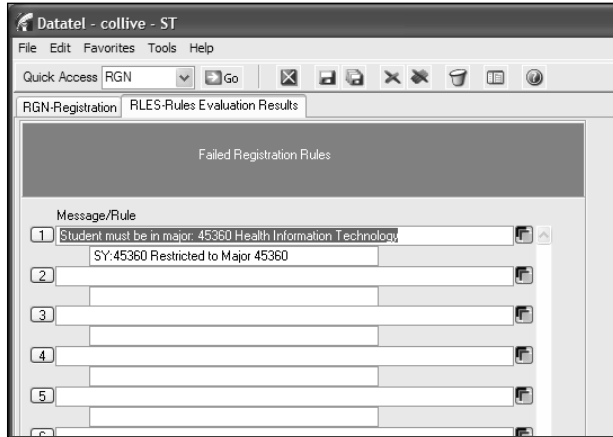
Student does not meet prerequisites: Click “OK” to register.



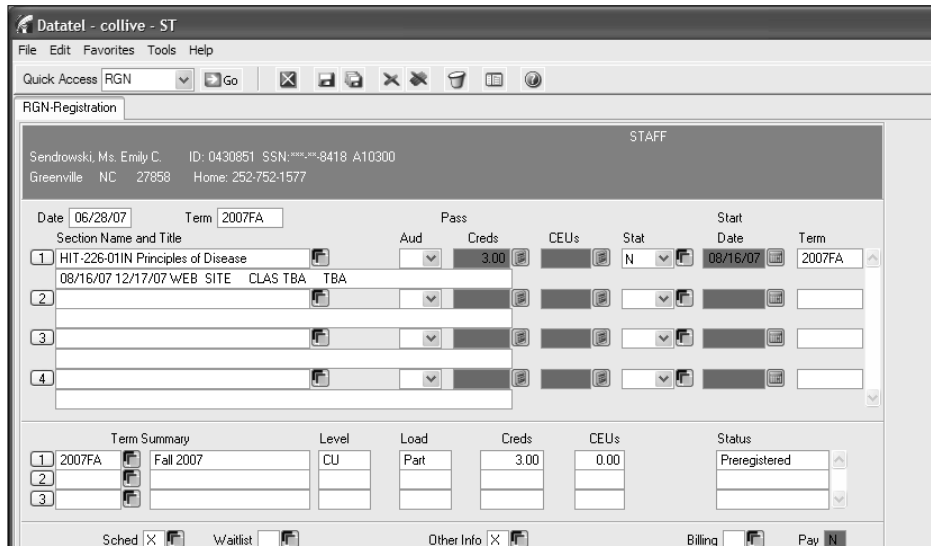
Student doesn't meet course restrictions: Click “OK” to see why the student failed the restriction.



Click “Update” or “Cancel” to return to the registration screen.



Back on RGN, the course will have been populated in the screen. **CLICK CANCEL IF YOU DO NOT WISH TO REGISTER THE STUDENT.**



ACA-111 Course Requirement (College Student Success)

All new full-time students must enroll in ACA-111. All other full-time students are required to enroll in and successfully complete ACA-111 unless they have:

- Previously earned at least 24 semester hours of college credit. Credit must be documented on a college transcript or
- Successfully completed Pitt Community College course ACA-111 or
- Successfully completed a course equivalent to ACA-111 at another regionally accredited college. Course must be documented on a college transcript.

All matriculated students at Pitt Community College must successfully complete ACA-111 by the time they have earned and/or attempted 12 credit hours or otherwise have met the appropriate ACA-111 requirements as indicated above.