

## UA Override Course Requisites

The UA Override Course Requisites page allows authorized users to post courses to a student's record in order to meet requisite requirements. This page is a clone of the *Transfer Course Credits Manual* page in UAConnect, with several notable exceptions that are indicated below.

When posting courses on this page:

- The course will not count in calculating hours earned nor factor into the grade point calculation.
- The course will not appear in the student's transcript.
- The course will not appear on the student's study list.
- The course cannot be used as a course substitution for degree requirements.

However, the course will meet *requisite requirements* for enrollment purposes and *requisite checking* where a grade of C or better is required for the requisite course.

## UA Override Course Requisites

**Navigation:** Records and Enrollment > Enroll Students > UA Override Course Requisites

1. Enter the student's ID and click **Search**.

2. If the search returns *No Matching Values Found*, click the **Add a New Value** tab.

3. Enter the student's **ID**, **Academic Career**, and **Academic Institution** information.
4. Click **Add**.

**NOTE:** If the student already has transfer work posted *or* has an existing course override, you will be automatically taken to the UA Transfer Course Entry tab.


## UA Transfer Course Entry

1. Enter the student's current **Academic Program** located in the **Target Information** group box.
2. Enter the student's **Articulation Term** located in the **Transfer Credit Term** group box.

**NOTE:** The **Articulation Term**, for either PRE- or CO- requisites, can be equal to the term in which the student wishes to enroll; it is not necessary to enter a prior term to meet PRE-requisites.

3. Enter the **Subject** and **Course Nbr** fields located in the **Incoming Course** group box.

**NOTE:** The **Year** and **Ext Term** fields are optional.

4. Enter the **Course ID** located in the **Equivalent Course** group box. Click the magnifying glass icon  to lookup the **Course ID** values.
5. Click the **Comments** link to enter notes regarding the override. *This is an optional field.*
6. Click **Save** when all courses have been added.

Academic Institution THEUA

Course ID begins with

Subject Area begins with HIST

Catalog Nbr begins with 1013

Description begins with

Look Up Clear Cancel Basic Lookup

**Note:** Multiple courses can be posted to the same Articulation Term by clicking the + button in the Incoming Course or Equivalent Course group box.

Course Credit Comments

Override Reason  
TOOK COURSE AT NWACC THIS FALL

Comment  
Waiting on final transcript from NWACC

OK Cancel

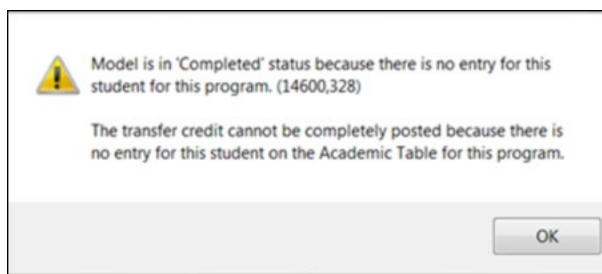
7. Click the **UA Course Credits by Term** tab.
8. Click the **Calculate** button.

- Click the **Post** button

The screenshot shows the 'UA Course Credits by Term' interface. At the top, there are tabs for 'UA Transfer Course Entry' and 'UA Course Credits by Term'. Below this is a 'Transfer Credit Model' section with fields for Academic Career (UGRD), Academic Institution (THEUA), Model Nbr (1), Academic Program (ARSC), and Admit Type/Term (New Fresh Fa 2017). A second section shows Articulation Term (Fa 2017), Model Status (Posted), Posted Date (11/21/2018), and User ID. Below these are 'Calculate', 'Post', and 'Unpost' buttons, with 'Calculate' and 'Post' highlighted in red. Further down are sections for 'FA Weeks of Instruction Stats' and 'Course Credits Summary', both showing 0.00 units taken and 0.000 units transferred. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

**NOTE:** Verify that the Model Status indicates **Posted**. It is not necessary to click **Save**.

- Follow these steps if you receive this warning when attempting to post the work.



- Click **OK**. This will return you to the **UA Course Credits by Term** page.
- Click the **Unpost** button to reverse the transaction.
- Verify that the correct **Academic Program** information is entered on the **UA Transfer Course Entry** page.
- Click **Save** to enter the new program information.

15. Repeat steps 12 through 14 to verify **Posted** status.

**NOTE:** Once a course is successfully posted using this page, it will meet enrollment requisites for any other course which names it as a pre- or co-requisite.

Also note that other factors such as a full class, time conflict, or consent may still prevent the student from enrolling in the course. If the override is intended to be temporary, un-posting and deleting it at the end of that time will remove the override.

### Existing Transfer Credit or Posted Override

Any existing transfer credit work or overrides will be inactive on the **UA Transfer Course Entry** page. Access to modify the transfer credit work is not available, but editing existing overrides or adding new ones will be.

- To edit or delete an existing override, you must first unpost it on the **UA Course Credits by Term** page. (See above)
- To add a new override, click the **+** button at the **Transfer Credit Model** level and follow the instructions above to post the override.

The screenshot shows the 'UA Transfer Course Entry' page with two tabs: 'UA Transfer Course Entry' (selected) and 'UA Course Credits by Term'. Below the tabs is a search bar with a red 'X' icon. The main section is titled 'Transfer Credit Model' and includes a 'Find | View All' link and pagination controls showing '1 of 1' records. The form contains the following fields:

Academic Career:	UGRD	Undergraduate	<b>+</b> <b>-</b>
Academic Institution:	THEUA	The University of Arkansas	
*Model Nbr:	<input type="text" value="1"/>		
*Transcript Level:	<input type="text" value="Not Print"/>		

A red circle highlights the '+' button in the top right corner of the 'Transfer Credit Model' section.