### Overriding Prerequisite & Co-requisite data via Student Connect

**Trigger:**

<table>
<thead>
<tr>
<th>Required Field(s)</th>
<th>Comments</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Output - Results</th>
<th>Comments</th>
</tr>
</thead>
</table>

**Additional Information**
Procedure

**Topic Outline:** Through Student Connect, staff may override the prerequisite and co-requisite data for units that they are teaching or have been assigned to. This procedure outlines the process that staff should use to allow students to enrol in units, via Student Connect, when the prerequisites or co-requisites for the unit(s) that they are teaching/assigned to have not been met.

**Topic Audience:** Academic staff.

**Preceding Processes:** Students will have failed to enrol, via Student Connect, into a unit due to the prerequisites or co-requisites set up in Banner. The student will have received the error PREQ and TEST SCORE-ERROR. Staff will have logged into Student Connect as a Faculty user.

**Subsequent Processes:** Once the override has been submitted, staff need to advise the student to go back to Student Connect to enrol in the required unit.

**Key Forms:**

**Author:** Kate Gentle, Systems Administrator - Student Systems Division

**Date Created:** 1 November 2007

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the Main Menu: Click the <strong>Faculty &amp; Advisors</strong> link.</td>
</tr>
</tbody>
</table>

![Student Connect interface](https://example.com/student-connect.png)
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 2.   | Click the **Student Menu** link.  

**Student Menu**
### Banner 7: Overriding Prerequisite & Co-requisite data via Student Connect

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Click the <strong>Term Selection</strong> link.</td>
</tr>
<tr>
<td>4.</td>
<td>Select the required term from the <strong>Select a Term</strong> dropdown list.</td>
</tr>
<tr>
<td>5.</td>
<td>Click the <strong>Submit</strong> button.</td>
</tr>
</tbody>
</table>

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**Faculty Services**

- Term Selection
- Unit Selection
- Student Menu
- Unit Teaching Detail
- Unit Teaching Summary
- Summary Class List
- Final Grades
- Faculty Reports
  - Grade Authorisation Report
  - ACU Grading Summary Class List
  - Grade Distribution Report
  - ACU Grade Distribution Report

**Browser**

- Faculty B Advisors Menu - Microsoft Internet Explorer

**Step**

6. Click the **Student Menu** link.

7. Click the **ID Selection** link.
8. Enter the students ID number into the Student or Advisee ID field.

9. Click the Submit button.
### Step 10
The name of the student will appear underneath the heading Student Verification. Press the Submit button if this is the correct student, otherwise click on the ID Selection link at the bottom of the page to select another ID.

### Step 11
Click the **Registration Overrides** link.

### Table: Registration Overrides

<table>
<thead>
<tr>
<th>Override</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

### Step 12
Click the **Override** list.

### Step 13
Click the **Pre-req co-req override** list item.

### Step 14
Click the **Course** list.

### Step 15
Select the appropriate unit from the list. This list will only include the unit(s) that you are teaching/assigned to in the selected term.

### Step 16
Click the **Submit** button.
Step | Action
---|---
17. | To confirm the override request:  
  Click the **Submit** button.
### Business Process Document
**Banner 7: Overriding Prerequisite & Co-requisite data via Student Connect**

<table>
<thead>
<tr>
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<th>Action</th>
</tr>
</thead>
</table>
| 18.  | You will now have successfully over-ridden the pre-requisite or co-requisite rules.  
To conduct an override for another student:  
Click the RETURN TO MENU link. |
| 19.  | To perform an override for another student, click on ID Selection and continue the process from this point.  
*End of Procedure.* |