

DARS OVERRIDES

Viewing Existing Overrides

| S E C O N D A R Y K E Y S E L E C T I O N | | | | | | | | | | | | | |
|---|-----|---|------|-----------|-----------|------|------|-----|-----|------|-----|---------|-----|
| UPDATE | | TRANSACTION: STUDENT OVERRIDE MAINTENANCE | | | | | | | | | | | |
| OPTION: | | TRX: 5OV KEY: 999001040> 0 | | | | | | | | | | | |
| SELECTION: | | *** ENTER A SELECTION NUMBER FROM THIS SCREEN *** | | | | | | | | | | | |
| TO-- | | SEQ | | COURSE | | --- | | | | | | APPLIES | |
| | SCH | NBR | TYPE | COURSE | SUBST FOR | TERM | LINE | SET | HRS | NOTE | SCH | SD | SDM |
| SDME | | | | | | | | | | | | | |
| 1 | 01 | 1 | S | ENGL4720 | ENG 0305 | | 0 | | .0 | | | Y | |
| 2 | 01 | 2 | R | BIO 0108 | | | 0 | | .0 | | | | Y |
| 3 | 01 | 3 | R | 3.0GPA | | | 0 | | .0 | | | | Y |
| 4 | 01 | 4 | C | MATH2200L | | | 0 | | .0 | | Y | | |

Above is an example of the Secondary Key Selection screen showing all the overrides that have been created on this student. To examine the override, simply enter the line number of the override in the SELECTION: field. The line number is the first number on the lines listed below. Please note that the only overrides shown on this screen are the overrides entered under the student's current degree program.

Types of Overrides

C - Course Waiver. Allows the requirement to be satisfied without the actual existence of a course on the student's record.

H - Waive Hours. Allows the requirement to be satisfied with less hours than required.

S - Course Substitution. This override allows one course to substitute for another course by matching the first requirement that can use EITHER the original course id or the substituted course id.

W - Swap Courses (matches only substituted course). This override is similar to the Course Substitution except the only requirements this course will match are the ones looking for the substituted course id.

R - Requirement Waiver. Generates an Exception Course on the student's DARS report, which will usually satisfy a requirement.

L - Line Substitution. Allows a course to satisfy a specific requirement, but does not restrict the course to that requirement.

X - Change Limit. This override is for requirements with a maximum hours, maximum courses, or maximum groups of courses. This will reset the limitation values. Currently, A&S is the only school using this override.

N - Note. This override is used only for Pre-Journalism majors and is only entered by the Journalism School. It pertains to the English proficiency entrance requirement.

E - English Proficiency. This override is used only for Pre-Journalism majors and is only entered by the Journalism School. It pertains to the English proficiency entrance requirement.

Creating An Override

```
F7SOV1      COMPREHENSIVE STUDENT ACADEMIC RECORD SYSTEM      10/11/99
              STUDENT OVERRIDE MAINTENANCE
OPT:      TRX:  4OV KEY:  99900104001  2
          *** ENTER DATA FOR ADD ***
SSN: 999 00 1040  NAME: SAMPLE, IMA SIMPLE      BIRTHDAY: 01/08/1980
CURRENT DEGREE PROGRAM: 01 A&S AB      0659 POLITICAL SCI      MATRIC DATE 199808
          EMPHASIS:
          SEQUENCE NUMBER: 2      DATE UPDATED:  /  /
          TYPE OF OVERRIDE:  _  M - MOVE COURSE      UPDATED BY:
                   C - WAIVE COURSE      R - WAIVE REQUIREMENT
                   H - WAIVE HOURS      L - LINE SUBSTITUTION
                   S - SUBSTITUTE COURSE  W - SWAP COURSES (MATCHES ONLY
                   N - NOTE      SUBSTITUTED COURSE)
                   E - ENGLISH PROFICIENCY X - CHANGE LIMIT
          COURSE ID: _____ TO BE SUBSTITUTED FOR: _____ (TYPE S,W ONLY)
          TERM: _____ (ENTER ONLY WHEN COURSE WAS TAKEN MORE THAN 1 TIME)
          LINE NUMBER: 0      SET NUMBER: _____
          HOURS TO BE WAIVED: .0      NOTE: _____
          MAX HOURS: .0 MAX COURSES: _____ MAX GROUPS: _____
          APPLIES TO THIS SCHOOL? _ (ANY DEGREE/MAJOR/EMPHASIS IN THIS SCHOOL)
          APPLIES TO THIS SCHOOL/DEGREE? _ (ANY MAJOR/EMPHASIS IN THIS DEGREE)
          APPLIES TO THIS SCHOOL/DEGREE/MAJOR? _ (ANY EMPHASIS IN THIS MAJOR)
          APPLIES TO THIS SCHOOL/DEGREE/MAJOR/EMPHASIS? _ _____
          OPTIONAL DEGREE PROGRAM: 01 A&S _____
```

In order to create a new override, 4OV must be used in the TRX field and the school code of 01 (for A&S) and a new sequence number (3 digit) must be added to the end of the Student's Social Security Number in the Key Field. If a student has existing overrides, the easiest way to create a new override is to go to the last override entered with the TRX: 5OV and overstrike the 5 with a 4 and increase the sequence number at the end of the Key field by 1. Press Enter.

The Key field is SSN, 2 digit school code, 3-digit sequence number (i.e. 99900104001001)

Then proceed by entering the override information desired.

Course Substitution

```
F7SOV1          COMPREHENSIVE STUDENT ACADEMIC RECORD SYSTEM          10/11/99
                  STUDENT OVERRIDE MAINTENANCE
OPT:      TRX: 5OV KEY: 99900104001 1
          *** ENTER DATA FOR UPDATE ***
SSN: 999 00 1040  NAME: SAMPLE, IMA SIMPLE          BIRTHDAY: 01/01/1961
CURRENT DEGREE PROGRAM: 01 A&S AB          0659 POLITICAL SCI          MATRIC DATE 199808
EMPHASIS:
SEQUENCE NUMBER: 1          DATE UPDATED: 02/11/1999
TYPE OF OVERRIDE: S M - MOVE COURSE          UPDATED BY: DJM142
                  C - WAIVE COURSE          R - WAIVE REQUIREMENT
                  H - WAIVE HOURS          L - LINE SUBSTITUTION
                  S - SUBSTITUTE COURSE    W - SWAP COURSES (MATCHES ONLY
                  N - NOTE                  SUBSTITUTED COURSE)
                  E - ENGLISH PROFICIENCY X - CHANGE LIMIT
          COURSE ID: ENGL4720    TO BE SUBSTITUTED FOR: ENG 0305 (TYPE S,W ONLY)
          TERM: (ENTER ONLY WHEN COURSE WAS TAKEN MORE THAN 1 TIME)
          LINE NUMBER: 0          SET NUMBER: ___
HOURS TO BE WAIVED: .0          NOTE: _____
          MAX HOURS: .0 MAX COURSES:          MAX GROUPS:
APPLIES TO THIS SCHOOL? (ANY DEGREE/MAJOR/EMPHASIS IN THIS SCHOOL)
APPLIES TO THIS SCHOOL/DEGREE? Y (ANY MAJOR/EMPHASIS IN THIS DEGREE)
APPLIES TO THIS SCHOOL/DEGREE/MAJOR? (ANY EMPHASIS IN THIS MAJOR)
APPLIES TO THIS SCHOOL/DEGREE/MAJOR/EMPHASIS?
OPTIONAL DEGREE PROGRAM: 01 A&S _____
```

1. Type an 'S' in Type of Override.
2. Type the course id that the student took as it is shown on the DARS report (not the transcript).
3. Type the course id that the student's course is replacing on the DARS report in the Substituted For field.
4. Type 'Y' to designate level of override. One option must be entered.
5. Press Enter.

Do not enter a Line Number, Set Number or Hours To Be Waived when using an 'S' type override.

Course Substitutions subject the course to the same rules as if the student had actually taken the "Substituted for" course originally. For example, a requirement was coded to look for a grade of 'C' or better, the course that is getting substituted must also have a grade of 'C' or better in order to count in that requirement.

This override allows one course to substitute for another course matching the first requirement that can use EITHER the original course id or the substituted course id.

**It is very important that the course ids match exactly what is seen on DARS. If the leading zero is left out of a quarter course id or a space is entered between the prefix and the course number for a semester course id, the override will not work. The computer will accept it, but the desired results will not be seen on the DARS report.

Swap Courses

```
F7SOV1      COMPREHENSIVE STUDENT ACADEMIC RECORD SYSTEM      10/11/99
              STUDENT OVERRIDE MAINTENANCE
OPT:      TRX: 5OV KEY: 99900104001 5
          ***TRANSACTION PROCESSED & AUDITED SUCCESSFULLY***
SSN: 999 00 1040 NAME: SAMPLE, IMA SIMPLE      BIRTHDAY: 01/01/1961
CURRENT DEGREE PROGRAM: 01 A&S AB      0659 POLITICAL SCI      MATRIC DATE 199808
          EMPHASIS:
SEQUENCE NUMBER: 5      DATE UPDATED: 10/11/1999
TYPE OF OVERRIDE: W M - MOVE COURSE      UPDATED BY: CDW142
              C - WAIVE COURSE      R - WAIVE REQUIREMENT
              H - WAIVE HOURS      L - LINE SUBSTITUTION
              S - SUBSTITUTE COURSE      W - SWAP COURSES (MATCHES ONLY
              N - NOTE      SUBSTITUTED COURSE)
              E - ENGLISH PROFICIENCY X - CHANGE LIMIT
          COURSE ID: ENGL4720      TO BE SUBSTITUTED FOR: ENG 0305 (TYPE S,W ONLY)
          TERM: (ENTER ONLY WHEN COURSE WAS TAKEN MORE THAN 1 TIME)
          LINE NUMBER: 0      SET NUMBER: ___
HOURS TO BE WAIVED: .0      NOTE: _____
          MAX HOURS: .0 MAX COURSES:      MAX GROUPS:
APPLIES TO THIS SCHOOL? (ANY DEGREE/MAJOR/EMPHASIS IN THIS SCHOOL)
APPLIES TO THIS SCHOOL/DEGREE? (ANY MAJOR/EMPHASIS IN THIS DEGREE)
APPLIES TO THIS SCHOOL/DEGREE/MAJOR? Y (ANY EMPHASIS IN THIS MAJOR)
APPLIES TO THIS SCHOOL/DEGREE/MAJOR/EMPHASIS?
OPTIONAL DEGREE PROGRAM: 01 A&S _____
```

1. Type 'W' for Type of Override.
2. Type the course id that the student took as it is shown on the DARS report (not the transcript).
3. Type the course id that the student's course is replacing on the DARS report.
4. Type 'Y' to designate level of override. One option must be entered.
5. Press Enter.

Do not enter a Line Number, Set Number, or Hours To Be Waived with a 'W' type override.

This override is similar to the Course Substitution except the only requirements this course will match are the ones looking for the substituted course id.

Swap Courses, like the Course Substitution, subjects the course to the same rules as if the student had actually taken the "Substituted for" course originally. For example, a requirement is coded to look for a grade of 'C' or better, the course that is getting swapped must have a grade of 'C' or better in order to count in that requirement.

Waive Hours

```

F7SOV1      COMPREHENSIVE STUDENT ACADEMIC RECORD SYSTEM      10/11/99
              STUDENT OVERRIDE MAINTENANCE
OPT:      TRX: 5OV KEY: 99900104001 6
          ***TRANSACTION PROCESSED & AUDITED SUCCESSFULLY***
SSN: 999 00 1040 NAME: SAMPLE, IMA SIMPLE      BIRTHDAY: 01/01/1961
CURRENT DEGREE PROGRAM: 01 A&S AB      0659 POLITICAL SCI      MATRIC DATE 199808
          EMPHASIS:
SEQUENCE NUMBER: 6      DATE UPDATED: 10/11/1999
TYPE OF OVERRIDE: H M - MOVE COURSE      UPDATED BY: CDW142
              C - WAIVE COURSE      R - WAIVE REQUIREMENT
              H - WAIVE HOURS      L - LINE SUBSTITUTION
              S - SUBSTITUTE COURSE      W - SWAP COURSES (MATCHES ONLY
              N - NOTE      SUBSTITUTED COURSE)
              E - ENGLISH PROFICIENCY X - CHANGE LIMIT
          COURSE ID:      TO BE SUBSTITUTED FOR: _____ (TYPE S,W ONLY)
          TERM:      (ENTER ONLY WHEN COURSE WAS TAKEN MORE THAN 1 TIME)
          LINE NUMBER: 15 AREA F ELECTIVES      SET NUMBER: 02
HOURS TO BE WAIVED: 3.0      NOTE: _____
          MAX HOURS: .0 MAX COURSES:      MAX GROUPS:
APPLIES TO THIS SCHOOL? (ANY DEGREE/MAJOR/EMPHASIS IN THIS SCHOOL)
APPLIES TO THIS SCHOOL/DEGREE? (ANY MAJOR/EMPHASIS IN THIS DEGREE)
APPLIES TO THIS SCHOOL/DEGREE/MAJOR? Y (ANY EMPHASIS IN THIS MAJOR)
APPLIES TO THIS SCHOOL/DEGREE/MAJOR/EMPHASIS?
OPTIONAL DEGREE PROGRAM: 01 A&S _____

```

1. Type 'H' for Type of Override.
2. Type the Line Number that needs hours waived, as well as the Set Number**(if not set 01).
3. Type 'Y' to designate level of override. One option must be entered.
4. Press Enter.

Do not enter a Course ID for an 'H' type override.

* Note that the requirement title appears beside the Line Number. Use this as a check to make sure the override is being applied to the intended requirement.

**Set numbers are the numbers to the left of a sub-requirement on the DARS report.

For example:

```

NO      038 PHYSICAL SCIENCE
          10.0 HOURS REQUIRED
          (ONLY 5 HOURS REQUIRED FOR BFA DEGREE)
IN-PROGRESS 5.0 HOURS
1) SELECT FROM: ASTR1010 OR ASTR1110H ASTR1020 OR
          ASTR1120H
2) SELECT FROM: CHEM1110 & CHEM1110L CHEM1211 &
          CHEM1211L CHEM1311H & CHEM1311L CHEM1411 &
          CHEM1411L
3) SELECT FROM: CHEM1212 & CHEM1212L
4) GEOG 1111 CANNOT BE TAKEN IF CREDIT HAS BEEN EARNED
          IN GEOG 1112 OR 1113.
          SELECT FROM: GEOG1111 OR GEOG2110H GEOG1112
          GEOG1113 GEOG1125 OR GEOG2250H

```

Waive Course

```
F7SOV1      COMPREHENSIVE STUDENT ACADEMIC RECORD SYSTEM      10/11/99
              STUDENT OVERRIDE MAINTENANCE
OPT:      TRX: 5OV KEY: 99900104001 4
          *** ENTER DATA FOR UPDATE ***
SSN: 999 00 1040 NAME: SAMPLE, IMA SIMPLE      BIRTHDAY: 01/01/1961
CURRENT DEGREE PROGRAM: 01 A&S AB      0659 POLITICAL SCI      MATRIC DATE 199808
          EMPHASIS:
SEQUENCE NUMBER: 4      DATE UPDATED: 08/10/1998
TYPE OF OVERRIDE: C M - MOVE COURSE      UPDATED BY: @YPL
              C - WAIVE COURSE      R - WAIVE REQUIREMENT
              H - WAIVE HOURS      L - LINE SUBSTITUTION
              S - SUBSTITUTE COURSE W - SWAP COURSES (MATCHES ONLY
              N - NOTE      SUBSTITUTED COURSE)
              E - ENGLISH PROFICIENCY X - CHANGE LIMIT
          COURSE ID: MATH2200L TO BE SUBSTITUTED FOR: _____ (TYPE S,W ONLY)
          TERM: (ENTER ONLY WHEN COURSE WAS TAKEN MORE THAN 1 TIME)
          LINE NUMBER: 0      SET NUMBER: ____
HOURS TO BE WAIVED: .0      NOTE: ____
          MAX HOURS: .0 MAX COURSES:      MAX GROUPS: ____
APPLIES TO THIS SCHOOL? Y (ANY DEGREE/MAJOR/EMPHASIS IN THIS SCHOOL)
APPLIES TO THIS SCHOOL/DEGREE? (ANY MAJOR/EMPHASIS IN THIS DEGREE)
APPLIES TO THIS SCHOOL/DEGREE/MAJOR? (ANY EMPHASIS IN THIS MAJOR)
APPLIES TO THIS SCHOOL/DEGREE/MAJOR/EMPHASIS?
OPTIONAL DEGREE PROGRAM: 01 A&S _____
```

1. Type 'C' for Type of Override.
2. Type the course id of the course that is to be waived.
3. Type 'Y' to designate level of override. One option must be entered.
4. Press Enter.

Course Waivers are very versatile and can waive hours also. Simply enter the number of the Hours to be waived along with the course id of the course to be waived. It's like "killing two birds with one stone".

It is recommended to use a Course Waiver when unsure if the requirement is requiring a specific number of hours to be earned or a specific number of courses to be earned.

Waive Requirement

```

F7SOV1          COMPREHENSIVE STUDENT ACADEMIC RECORD SYSTEM          10/11/99
                  STUDENT OVERRIDE MAINTENANCE
OPT:      TRX: 5OV KEY: 99900104001 3
          ***TRANSACTION PROCESSED & AUDITED SUCCESSFULLY***
SSN: 999 00 1040 NAME: SAMPLE, IMA SIMPLE          BIRTHDAY: 01/01/1961
CURRENT DEGREE PROGRAM: 01 A&S AB          0659 POLITICAL SCI          MATRIC DATE 199808
EMPHASIS:
SEQUENCE NUMBER: 3          DATE UPDATED: 10/11/1999
TYPE OF OVERRIDE: R M - MOVE COURSE          UPDATED BY: CDW142
                  C - WAIVE COURSE          R - WAIVE REQUIREMENT
                  H - WAIVE HOURS          L - LINE SUBSTITUTION
                  S - SUBSTITUTE COURSE      W - SWAP COURSES (MATCHES ONLY)
                  N - NOTE          SUBSTITUTED COURSE)
                  E - ENGLISH PROFICIENCY X - CHANGE LIMIT
          COURSE ID: FRGN LANG TO BE SUBSTITUTED FOR: _____ (TYPE S,W ONLY)
          TERM: _____ (ENTER ONLY WHEN COURSE WAS TAKEN MORE THAN 1 TIME)
          LINE NUMBER: 0          SET NUMBER: _____
          HOURS TO BE WAIVED: .0          NOTE: _____
          MAX HOURS: .0 MAX COURSES:          MAX GROUPS: _____
APPLIES TO THIS SCHOOL? (ANY DEGREE/MAJOR/EMPHASIS IN THIS SCHOOL)
APPLIES TO THIS SCHOOL/DEGREE? (ANY MAJOR/EMPHASIS IN THIS DEGREE)
APPLIES TO THIS SCHOOL/DEGREE/MAJOR? Y (ANY EMPHASIS IN THIS MAJOR)
APPLIES TO THIS SCHOOL/DEGREE/MAJOR/EMPHASIS?
OPTIONAL DEGREE PROGRAM: 01 A&S _____

```

1. Type 'R' for Type of Override.
2. Type the assigned exception course in the Course Id field of the requirement to be waived.
3. Type 'Y' to designate level of override. One option must be entered.
4. Press Enter.

The Waive Requirement override generates an exception course on the student's DARS report, which will satisfy a specific requirement. There are only a few requirements that accept exception courses. Below are the Requirements and the associated codes to be used.

University wide requirements:

Environmental Literacy = ENV. LIT.
 39 hours of Upper Division = UPPER DIV
 40 of the last 60 hours in Residence = RESIDENCY

Franklin College requirements:

3rd **Semester** Foreign Lang. = FRGN LANG
Quarter Foreign Lang. Req = FOR LANG
 Literature = LIT
 History = HIST REQ
 2 Fine Art/Phil/Rel Courses = FINE ART
 Physical Science = PHYS SCI
 Biological Science = BIOL SCI
 1st Social Science Dept = SOC SCI
 2nd Social Science Dept = SOC SCI 2 (both Social Science codes must be entered to waive the entire requirement)
 Multiculturalism = MULTICULT

Franklin College of Arts & Sciences Major Specific Requirements:

Computer Science's 3.00 Entrance to major (quarter only) = 3.0GPA

Psychology's 2.33 Entrance to major = 2.3 GPA

History's Additional Major Requirements:

4000 level History course = HIST 4000

1 course in Pre-1600 History (1st sub-req.) = PRE 1600

1 course in Post-1600 History (2nd sub-req.) = POST 1600

4th semester of a Foreign Language = 4TH SEM

English's 4th semester of a Foreign Language = 4TH SEM

Terry College Requirements

MATH 2200 = CALCULUS

ECON 2100 = ECON

SPCM 1100 = SPEECH

International Bus. Foreign Language = FOR LANG

College of Agricultural and Environmental Sciences

BIOL 1107 = BIOLOGY

CHEM 1211-1211L = CHEMISTRY

MATH 1113 = PRECALC

SPCM 1100 = SPEECH

Entrance requirement for Ag. Engineering and Bio. Engineering = C GRADE

College of Education

Entrance requirement for Business Ed., Early Childhood Ed., Exercise and Sports

Science, Foreign Language Ed., Marketing Ed. and Middle School = C GRADE

College of Family and Consumer Sciences

Entrance requirement for Dietetics = C GRADE

It is very important that the codes be entered exactly as they are listed here. They must include the spaces (or no spaces) and periods if they are shown. DARS is looking for an exact match.

Results on the DARS report:

| | |
|---|---|
| THE FRANKLIN COLLEGE OF ARTS & SCIENCES | |
| DEGREE REQUIREMENTS | |
| (LINES 85 - 87) | |
| NO | 085 FRANKLIN COLL REQ |
| + | 1) DEMONSTRATE COMPETENCY IN A FOREIGN LANGUAGE |
| | EQUIVALENT TO COMPLETION OF THE THIRD SEMESTER |
| | OF STUDY. AMERICAN SIGN LANGUAGE MAY BE USED. |
| | FRGN LANG WAIVED |

Change Limit

```
OPT:      TRX: 50V KEY: 99900104001 1
          ***TRANSACTION PROCESSED & AUDITED SUCCESSFULLY***
SSN: 999 00 1040 NAME: SAMPLE, IMA SIMPLE      BIRTHDAY: 01/01/1961
CURRENT DEGREE PROGRAM: 01 A&S AB      0659 POLITICAL SCI      MATRIC DATE 199808
EMPHASIS:
SEQUENCE NUMBER: 1      DATE F7SOV1
COMPREHENSIVE STUDENT ACADEMIC RECORD SYSTEM      10/12/99
STUDENT OVERRIDE MAINTENANCE
OPT:      TRX UPDATED: 10/12/1999
          TYPE OF OVERRIDE: X M - MOVE COURSE      UPDATED BY: CDW142
          C - WAIVE COURSE      R - WAIVE REQUIREMENT
          H - WAIVE HOURS      L - LINE SUBSTITUTION
          S - SUBSTITUTE COURSE      W - SWAP COURSES (MATCHES ONLY
          N - NOTE      SUBSTITUTED COURSE)
          E - ENGLISH PROFICIENCY X - CHANGE LIMIT
          COURSE ID: NON A&S      TO BE SUBSTITUTED FOR: _____ (TYPE S,W ONLY
          TERM:      (ENTER ONLY WHEN COURSE WAS TAKEN MORE THAN 1 TIME)
          LINE NUMBER: 0      SET NUMBER: ____
          HOURS TO BE WAIVED: .0      NOTE: _____
          MAX HOURS: 18.0 MAX COURSES:      MAX GROUPS:
          APPLIES TO THIS SCHOOL? Y (ANY DEGREE/MAJOR/EMPHASIS IN THIS SCHOOL)
          APPLIES TO THIS SCHOOL/DEGREE? (ANY MAJOR/EMPHASIS IN THIS DEGREE)
          APPLIES TO THIS SCHOOL/DEGREE/MAJOR? (ANY EMPHASIS IN THIS MAJOR)
          APPLIES TO THIS SCHOOL/DEGREE/MAJOR/EMPHASIS?
          OPTIONAL DEGREE PROGRAM: 01 A&S
```

1. Type 'X' for Type of Override.
2. Type 'NON A&S' in Course id if overriding the “no more than 15 hours of A&S courses allowed” limit or 'NON MAJOR' in Course id if overriding the “no more that 15 hours from the major allowed” limit.
3. Type in the NEW Max. Hour limit in the MAX HOURS: field.
4. Type 'Y' to designate level of override. One option must be entered.
5. Press Enter.

A&S is the only college using this type of override. This override is for the Electives requirement on line 80. There are 2 limitations on Electives. The first one states that no more than 15 hours outside of the College of Arts and Sciences may be used in the Electives. The second one states that no more than 15 hours of major courses may count in the Electives. Using the Change Limit override is the only way to override those limitations. A Move or a Line Substitution will not work.

It is also important to note that the course that is now allowed to count in the Electives is not a part of this override. Do not enter it in the Course Id. Only enter NON A&S or NON MAJOR. Also, the MAX. HOURS field must contain the new MAX. HOURS limit. If a 3 semester hour course is going to be allowed to count in the Electives, enter 18 not 3 in the MAX. HOURS field. If 3 is entered, then it is read as only 3 hours MAX will be allowed to count in the Electives.

Move Course

```
F7SOV1          COMPREHENSIVE STUDENT ACADEMIC RECORD SYSTEM          10/11/99
                  STUDENT OVERRIDE MAINTENANCE
OPT:      TRX: 5OV KEY: 99900104003 8
          *** ENTER DATA FOR UPDATE ***
SSN: 999 00 1040  NAME: SAMPLE, IMA SIMPLE          BIRTHDAY: 01/01/1961
CURRENT DEGREE PROGRAM: 01 A&S AB          0659 POLITICAL SCI          MATRIC DATE 199808
EMPHASIS:
SEQUENCE NUMBER:      8          DATE UPDATED: 02/19/1999
TYPE OF OVERRIDE:  M  M - MOVE COURSE          UPDATED BY: DJM142
                  C - WAIVE COURSE          R - WAIVE REQUIREMENT
                  H - WAIVE HOURS          L - LINE SUBSTITUTION
                  S - SUBSTITUTE COURSE     W - SWAP COURSES (MATCHES ONLY
                  N - NOTE                  SUBSTITUTED COURSE)
                  E - ENGLISH PROFICIENCY  X - CHANGE LIMIT
          COURSE ID: ENGL4720  TO BE SUBSTITUTED FOR: _____ (TYPE S,W ONLY)
          TERM:              (ENTER ONLY WHEN COURSE WAS TAKEN MORE THAN 1 TIME)
          LINE NUMBER: 58  COLLEGE ELECT          SET NUMBER:  ___
HOURS TO BE WAIVED:  .0          NOTE:  _____
MAX HOURS:          .0 MAX COURSES:          MAX GROUPS:
APPLIES TO THIS SCHOOL? (ANY DEGREE/MAJOR/EMPHASIS IN THIS SCHOOL)
APPLIES TO THIS SCHOOL/DEGREE? (ANY MAJOR/EMPHASIS IN THIS DEGREE)
APPLIES TO THIS SCHOOL/DEGREE/MAJOR? Y (ANY EMPHASIS IN THIS MAJOR)
APPLIES TO THIS SCHOOL/DEGREE/MAJOR/EMPHASIS?
OPTIONAL DEGREE PROGRAM: 01 A&S _____
```

1. Type 'M' in Type of Override.
2. Type Course id on the DARS report (not transcript) of the course to be moved.
3. Type the Line Number and Set Number (if applicable) of the requirement where the course is being moved. *Set numbers are the numbers to the left of a sub-requirement on the DARS reports.
4. Type 'Y' to designate level of override. One option must be entered.
5. Press Enter.

****Note - This is a last resort override. Always try to substitute or swap a course first.** A Move is permanent and is tied to the line number. If the grade is an 'F', the course will remain in the requirement. If a line number is changed, the override is no longer valid and must be changed or deleted. (For instance, the processing order is changed for a requirement.)

Line Substitution

```
F7SOV1          COMPREHENSIVE STUDENT ACADEMIC RECORD SYSTEM          10/12/99
                  STUDENT OVERRIDE MAINTENANCE
OPT:      TRX: 50V KEY: 99900104001 10
          *** ENTER DATA FOR UPDATE ***
SSN: 999 00 1040  NAME: SAMPLE, IMA SIMPLE          BIRTHDAY: 01/01/1961
CURRENT DEGREE PROGRAM: 01 A&S AB          0659 POLITICAL SCI          MATRIC DATE 199808
          EMPHASIS:
          SEQUENCE NUMBER: 10          DATE UPDATED: 10/12/1999
TYPE OF OVERRIDE:  L M - MOVE COURSE          UPDATED BY: CDW142
                   C - WAIVE COURSE          R - WAIVE REQUIREMENT
                   H - WAIVE HOURS          L - LINE SUBSTITUTION
                   S - SUBSTITUTE COURSE    W - SWAP COURSES (MATCHES ONLY)
                   N - NOTE                SUBSTITUTED COURSE)
                   E - ENGLISH PROFICIENCY X - CHANGE LIMIT
          COURSE ID: MGMT3000 TO BE SUBSTITUTED FOR: _____ (TYPE S,W ONLY)
          TERM: (ENTER ONLY WHEN COURSE WAS TAKEN MORE THAN 1 TIME)
          LINE NUMBER: 85          SET NUMBER: 07
HOURS TO BE WAIVED: .0          NOTE: _____
MAX HOURS: .0 MAX COURSES:          MAX GROUPS: _____
APPLIES TO THIS SCHOOL? (ANY DEGREE/MAJOR/EMPHASIS IN THIS SCHOOL)
APPLIES TO THIS SCHOOL/DEGREE? (ANY MAJOR/EMPHASIS IN THIS DEGREE)
APPLIES TO THIS SCHOOL/DEGREE/MAJOR? Y (ANY EMPHASIS IN THIS MAJOR)
APPLIES TO THIS SCHOOL/DEGREE/MAJOR/EMPHASIS?
OPTIONAL DEGREE PROGRAM: 01 A&S _____
```

1. Type 'L' for Type of Override.
2. Type Course id to be allowed to count in the requirement.
3. Type the Line Number and Set Number (if applicable) of the requirement to be effected.
**Set numbers are the numbers to the left of a sub-requirement on the DARS reports.
4. Type 'Y' to designate level of override. One option must be entered.
5. Press Enter.

A Line Substitution inserts a course id into the allowable courses that can satisfy a requirement. The course will not show in the Select From on the DARS report, but the course will then automatically count in that requirement. The most significant difference with a Line Substitution is that another override may be entered for the same course id, such as a Move.

Optional Degree Program

```
F7SOV1          COMPREHENSIVE STUDENT ACADEMIC RECORD SYSTEM          10/12/99
                  STUDENT OVERRIDE MAINTENANCE
OPT:      TRX: 5OV KEY: 99900104001 2
          ***TRANSACTION PROCESSED & AUDITED SUCCESSFULLY***
SSN: 999 00 1040  NAME: SAMPLE, IMA SIMPLE          BIRTHDAY: 01/01/1961
CURRENT DEGREE PROGRAM: 02 BUS BBA          0373 GEN BUSINESS          MATRIC DATE 199109
EMPHASIS:
SEQUENCE NUMBER: 2          DATE UPDATED: 10/12/1999
TYPE OF OVERRIDE: C M - MOVE COURSE          UPDATED BY: CDW142
                  C - WAIVE COURSE          R - WAIVE REQUIREMENT
                  H - WAIVE HOURS          L - LINE SUBSTITUTION
                  S - SUBSTITUTE COURSE    W - SWAP COURSES (MATCHES ONLY
                  N - NOTE          SUBSTITUTED COURSE)
                  E - ENGLISH PROFICIENCY X - CHANGE LIMIT
COURSE ID: BIOL1108          TO BE SUBSTITUTED FOR: _____ (TYPE S,W ONLY)
TERM:          (ENTER ONLY WHEN COURSE WAS TAKEN MORE THAN 1 TIME)
LINE NUMBER: 0          SET NUMBER: _____
HOURS TO BE WAIVED: .0          NOTE: _____
MAX HOURS: .0 MAX COURSES:          MAX GROUPS:
APPLIES TO THIS SCHOOL? (ANY DEGREE/MAJOR/EMPHASIS IN THIS SCHOOL)
APPLIES TO THIS SCHOOL/DEGREE? (ANY MAJOR/EMPHASIS IN THIS DEGREE)
APPLIES TO THIS SCHOOL/DEGREE/MAJOR? Y (ANY EMPHASIS IN THIS MAJOR)
APPLIES TO THIS SCHOOL/DEGREE/MAJOR/EMPHASIS?
OPTIONAL DEGREE PROGRAM: 01 A&S BS          0115 BIOLOGY          199808
```

1. Use 4OV to create a new override.
2. Type the optional degree program's school code (01) after the SSN in the key and '001' for the first override to be entered.
3. Type in the information for the override to be entered.
4. Go to the bottom line where the Optional Degree Program is displayed and type the degree objective in the first field, the major code in the second field and an alternate catalog date (if applicable in the third field.
5. Press Enter.

Occasionally, the need arises to enter an override for a student before his/her major is changed. The Optional Degree Program fields allow overrides to be entered in such instances.

****Note:** Optional Degree Program overrides are entered under the Current degree program at the time of the override. The above example shows the current degree program as General Business major in the Terry College of Business. Once the student's major has been changed in the database, the overrides entered with an Optional Degree Program are not accessible from the OV screen. The overrides will show on the DARS report and are still valid, but the overrides cannot be deleted or changed. The only overrides to be accessed from the OV screen are those that were entered for the Current degree program.

Override Tips

- Try to Swap or Substitute a course instead of Moving it. A Move is permanent and tied to a specific line number. If the line number changes, the Move will become invalid.
- Always run a new DARS report before AND after entering overrides. Just because the OV screen accepts the override, that does not imply that the override worked.
- If you are waiving hours or moving a course and the override is accepted, but then the course or hour waiver isn't showing in the line number entered; check to make sure the set number is correct. If the set number is correct, then call Conni Williams or Donna Mitchell at 2-6904. It is probably a problem on our end.
- Always make sure that the course id is exactly the same as it appears on the student's DARS report.
- Overrides cannot be entered on courses in Deleted Credit. The only exception is AP credit courses.
- If you get an error message, type an 'E' in the OPT field at the top of the screen and press Enter. This will give a reason for the error message.
- The DARS report shows a summary of all Moves, Course Substitutions, and Swap Courses overrides at the end of the report. Course and Hour waivers show up in the specific requirements.
- If the override shows as invalid and ignored in the summary, then it needs to be deleted or changed. A few reasons for an invalid override are it is on a Non-credit course (i.e. Deleted Credit) or it is involving a line number that doesn't exist on the report.
- Set numbers are the numbers to the left of a sub-requirement on the DARS reports. For example:

```
NO      038 PHYSICAL SCIENCE
        10.0 HOURS REQUIRED
        (ONLY 5 HOURS REQUIRED FOR BFA DEGREE)
IN-PROGRESS  5.0 HOURS
1) SELECT FROM: ASTR1010  OR ASTR1110H  ASTR1020  OR
   ASTR1120H
2) SELECT FROM: CHEM1110  & CHEM1110L  CHEM1211  &
   CHEM1211L  CHEM1311H  & CHEM1311L  CHEM1411  &
   CHEM1411L
3) SELECT FROM: CHEM1212  & CHEM1212L
4) GEOG 1111 CANNOT BE TAKEN IF CREDIT HAS BEEN EARNED
   IN GEOG 1112 OR 1113.
   SELECT FROM: GEOG1111  OR GEOG2110H  GEOG1112
   GEOG1113  GEOG1125  OR GEOG2250H
```

There may be some exceptions to this rule. Sometimes there are hidden (kept from printing) subrequirements. When a subrequirement is hidden, it's set number is skipped for printing purposes. The Franklin College Requirement (shown below) is full of hidden subrequirements. The hidden subrequirements are looking for CPC flagged courses and are a duplicate list of the preceding subrequirement. If an override is entered for the Fine Arts/Philosophy/Religion subrequirement and the set number used is 04, the course that was moved to this set number will not appear on the DARS report. The actual set number for the Fine Arts/Philosophy/Religion

subrequirement is 05. There is a hidden subrequirement between the History subrequirement and the Fine Arts/Philosophy/Religion subrequirement.

```

OPT:      TRX: 5DB   KEY: 999001040
          *** ENTER DATA FOR UPDATE ***
RFDA02C      DEGREE AUDIT GRADUATION REPORT
PAGE 13 OF 17
10/14/1999 09:49:24 UNOFFICIAL   FALL   1999
-----
          THE FRANKLIN COLLEGE OF ARTS & SCIENCES
          DEGREE REQUIREMENTS
          (LINES 85 - 87)
NO      085 FRANKLIN COLL REQ
+ 1) DEMONSTRATE COMPETENCY IN A FOREIGN LANGUAGE
      EQUIVALENT TO COMPLETION OF THE THIRD SEMESTER
      OF STUDY. AMERICAN SIGN LANGUAGE MAY BE USED.
      FRGN LANG      WAIVED
- 2) ONE COURSE IN LITERATURE.
      SELECT FROM: CLAS1000 CLAS1010 CLAS1020 CMLT2111
      CMLT2210 CMLT2212 CMLT2220 CMLT2250H
      CMLT2260H CMLT2270H CMLT2280H CMLT2400
      CMLT2410H CMLT3100 CMLT3110 CMLT3140
      CMLT3150 CMLT3170 CMLT3200 ENGL2000 TO
      ENGL2999 FREN3030 FREN3030H FREN4050 FREN4060
      FREN4070 FREN4080 FREN4120 GREK3000 TO
      GREK7999 GRMN3100 GRMN3250 GRMN3260 GRMN3600H
      GRMN4300 OR GRMN6300 GRMN4400 OR GRMN6400
      GRMN4500 OR GRMN6500 ITAL4040 ITAL4050
      ITAL4060 ITAL4070 ITAL4120 LATN3000 TO
      LATN7999 PORT4080 RELI4001 RELI4080 ROML2550
      ROML3000 RUSS4050 RUSS4060 RUSS4250
      RUSS4260 RUSS4270 SPAN2550 SPAN3030 SPAN4040
      SPAN4050 SPAN4060 SPAN4070 SPAN4080
      SPAN4120
- 3) ONE COURSE IN HISTORY.
      SELECT FROM: HIST*
- 4) TWO COURSES IN FINE AND PERFORMING ARTS (MUSIC,
      ART, DRAMA), PHILOSOPHY OR RELIGION.
      SELECT FROM: ARED1000 TO ARED4999 ARGD1000 TO
      ARGD4999 ARHI1000 TO ARHI4999 ARID1000 TO
      ARID4999 ARST1000 TO ARST4999 ARTI1000 TO
      ARTI4999 ARTS1000 TO ARTS4999 CLAS4960H DANC2010
      DRAM1000 TO DRAM4999 LING2100 MUSI1000 TO
      MUSI4999 PHIL1000 TO PHIL4999 RELI1000 TO
      RELI4999

```

If an override is entered and the course disappears from the DARS report totally, call Conni Williams or Donna Mitchell, more than likely the override is going to hidden subrequirement. This is another good reason to always use a Course Substitution or a Swap Courses override.

Use a Move only as a last resort.