

Overview

This quick reference guide will walk through how to initiate academic requirement overrides in a student's academic progress report in Workday.

Academic Requirements Override

There are six types of Academic Requirement Overrides. Overrides are to be first initiated by the Department Chair, and then approved by the Records Manager in the Office of the Registrar. Once the overrides are successfully approved, the Department Chair will receive a notification and the student will be able to refresh their Academic Progress Report to see the update(s). <u>Assign Course to Requirement:</u> Allows a course that is In Progress or Completed to be applied towards a specific requirement.

Adjust Course Count: Adjusts the number of courses needed to fulfill an academic requirement.

<u>Adjust Units</u>: Adjusts the number of units needed to fulfill an academic requirement.

<u>Waive Requirements:</u> Allows an entire academic requirement to be waived. Can be applied to waive a course requirement, non-course type requirement, milestone, internship, etc. Note: If a requirement is waived, the student does not receive units for this requirement.



Assign Course to Requirement Process:

1. Department Chairs will begin by searching for a student's name to access their student profile. In the main Search Bar, type **Student**: followed by the student's name

2. In the search results, click the appropriate name to access the student Profile.



3. Click Academics on the left-hand menu of the Profile Menu.



4. Click the **Academic Progress** tab at the top. Here you will find the student's Academic Progress and Academic Requirements.

	es .		
Overview	Current Classes	Academic Progress	Academic History

5. Click on the related actions for the requirement which needs the override, then go to **Academic Requirements** under the column **Actions** and choose **Create Override**.

Core: CAS: RTC 2		Not Satisfied		Minimum 1 Course(s)	
Core: CAS: RTC 3	Core: CAS: RTC 3		In Progress			TESP 159 - Ethi Peace (In Progr
Core: CAS: Ethics 🚥						000
Core: CAS: Civic Engage	Acti	ons		Academic R	equiren	nent for St
	Acad			Create Override		
Core: CAS: Diversity	Favor	ite	>	Academic Requir	ement C	ore: CAS: Ethic
				Eligibility Rule M	eaning L	Iniversity Core
4				Sharing Restriction	ons (ore: CAS: 2nd I
					C	ore: CAS: 2nd I
					C	ore: CAS: Arts
					C	ore: CAS: Arts



6. From the options of **Override Type** choose **Assign Course to Requirement.**

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Override /	Acaden	nic Requiremen	t for Student		
Student		*			
Cumi Academic Re	quirement	* Core: CAS: Ethics			
Override Type	9	★ Search		≔	
		Add Course			
ОК		C Adjust Course	Count		
Program or study or A	0.709	Adjust Units			
Requirements Effective	09/09/	Assign Course	e to Requirement	PN	/ GMT-08:00 Pacific
		Substitute Cou	ırse		
Requirements Not Assi	gned 5	○ Waive Require	ment		
	-				
100 items					
Requirement	St	latus	Remaining		Registrations Used

7. In **Course Registrations to Apply**, select the class that will be assigned to the requirement.

*Always have the ignore grade checkbox unchecked.

Overnice Acad	emic Requirement for Student 👘				
Student					
Academic Record	Psychology Department : Undergraduate (BS) (Active)				
Academic Requirement	Core: CAS: Ethics				
Eligibility Rule Meaning	University Core Explorations: College of Arts and Sciences: Ethics				
Override Type	Assign Course to Requirement				
Assign Course to	Requirement				
1 item					2⊞∿
(+)	*Course Registrations to Apply		*Units Assigned	Ignore Grade	
Θ	\times TESP 159 - Ethics of War and Peace (in Progress) $$ \cdots	=		5	Ĵ
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Commente	∨ B I U A ∨ :≡ %	e*			

*If it is a COVID P/NP exception from the following terms: Spring 2020, Winter 2021, Spring 2021, and Fall 2021, please email <u>registrar@scu.edu</u>.

8. Enter any comments and click submit.

Ex: Comments: course per Prof Chair Bronco				
	2			
Comments	Format ∨ B I <u>U</u> <u>A</u> ∨ :≣ ⊗			
	TESP 159 per Chair Bronco			
enter your comment				
Submit Cancel				

9. Once submitted, it will be re-routed to the record analysts for approval. This will be your confirmation notification.



es Override Academic Requ Up Next: Student Records Manager Records Manager Due Date 03/05/	irement for Student Approval by Student 2023	1 5	
View Details	r Student	Vening Al Softly: Nexest V From Last 30 bys For Cash and a control of the contro of the control of the control of the control of the con	Core: LSB: Science Technology and Society Add Course Override 03/07/2023 2 minute(i) app The request for a waiver/substitution that you initiated for Details Core: LSB: Science Technology and Society Add Course Override 03/07/2023
Up Next Student Records Manager Approval by Student Records Manager Due Date 03/09/2023	Do Another Edit Academic Requirement Override for Student Override Academic Requirement for Student	Communication Mg/cr: COMM 12 Substitute Course Override 03/07/2023 Academic Bequirement Override Event - Successfully Competingend 39 minute(s) gap Communication Mg/cr: COMM 1 Substitute Course Override 03/07/2023 Academic Bequirement Override Event - Reconded 77 minute(s) gap Communication Mg/cr: COMM 1 Substitute Course Override 03/07/2023 Academic Bequirement Override Event - Successfully Completed 50 minute(s) gap	
If you click on the academic require is "pending approval"	ement, you will see the override status	Communication Major: COMM 1 Substitute Course Override 03;07/2023 Academic Requirement Override Event - Successfully Completed 54 minute(s) ago	

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10. Once the Student Records Manager (Record Analyst) approves, you will receive a notification and you can reload the student profile to check that the Override has been assigned.

Core: CAS: RTC 3	Not Satisfied	Minimum 1 Course(s)				
Core: CAS: Ethics (Override Assigned)	In Progress		TESP 159 - Ethics of War and Peace (In Progress)	Winter 2023 Quarter	5	
Core: CAS: Civic Engagement	Satisfied		POLI 1 - Introduction to U.S.	Fall 2020 Quarter	4	А



Adjust Course Count Process:

1. Department Chairs begin by searching for a student's name to access their student profile. In the main Search Bar, type **Student:** followed by the student's name.

2. In the search results, click the appropriate name to access the student Profile.



3. Click Academics on the left-hand menu of the Profile Menu.



4. Click the **Academic Progress** tab at the top. Here you will find the student's Academic Progress and Academic Requirements.

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Overview	Current Classes	Academic Progress	Academic History

5. Click on the related actions for the requirement which needs the override, then go to **Academic Requirements** under the column **Actions** and choose **Create Override**.

Requirement		Status		Remaining		Registrations Used
Design Thinking Pathway (UARSC and UBUSN studen	nts)	In Progress		Minimum 8 Ur	iit(s)	MGMT 6 - Business Ethics
Real Estate Minor Requirements Requirements Effective 09/09/2019 La Hems	Act Acad Favo Integ	ions lemic Requirement > rite > ration IDs >	Create Override Academic C Eligibility R	ic Poquir equirement ule Meaning	Real Estate Minor: Four course Student has completed any 4- Transactions, FNCE 128 - Real Grading Scheme, JA: (SCU Standard Gra (SCU Standard Grading Schem Scheme). 10: (SCU Standard Gra	es from following list: FNCE 1 of the following course(s): EC Estate Finance, FNCE 129 - F dard Grading Scheme), A-S (SCU Standard Grading ading Scheme), D-(SCU Stand
Requirement			Satisfied Wi	h 2 items		
Real Estate Minor: Minor GPA			Registratio	1		
Real Estate Minor: FNCE 118			FNCE 143 -	Entrepreneurial	Finance	
Real Estate Minor: Four courses from following list: 127, 128, 129, 143, ECON 156 and ENVS 128			FNCE 129 -	Real Estate Dev	elopment (In Progress)	



6. From the options of Override Type choose Adjust Course Count.



7. In **New Number of Courses** enter the number of courses.

Override Acad	emic Requirement for Student 🛛 🙀
Student	
Academic Record	Communication Department : Undergraduate (BA) (Active)
Academic Requirement	Real Estate Minor: Four courses from following list: FNCE 127, 128, 129, 143, ECON 156 and ENVS 128
Eligibility Rule Meaning	Student has completed any 4 of the following course(s): ECON 156 - Real Estate Economics, ENVS 128 - Su in the selection list A (SCU Standard Grading Scheme), A- (SCU Standard Grading Scheme), A+_SCU (SCU St Scheme), C+ (SCU Standard Grading Scheme), CR (SCU Standard Grading Scheme), D (SCU Standard Gradir
Override Type	Adjust Course Count
> Satisfied With	1
Current Number of Cours	ses 4
New Number of Courses	* 3

8. Enter any comme	ents and click submit				
Comments	Format ∨ B I <u>U</u> <u>A</u> ∨ i≣ ⊗				
	Adjust course count from 4 to 3 courses per Chair Bronco				
enter your comment					
Sub	Cancel				

9. Once submitted, it will get re-routed to the record analysts for approval. This will be your confirmation notification.





Override Academic Requirement for Student Real Estate Minor: Four courses from following list: FNCE 127, 128, 129, 143, ECON 156 and ENVS 128 Adjust Course Count Override 03/07/2023				
Up Next	Do Another			
Student Records Manager Approval by Student Records Manager Due Date 03/09/2023	Edit Academic Requirement Override for Student Override Academic Requirement for Student			
> Details and Process				

If you click on the academic requirement, you will see the override status is "Pending Adjust Course Count Approval"

✓ Overrides				
1 item				
Override Type	Override Status	Current Number of Courses	New Number of Courses	
Adjust Course Count	Pending Adjust Course Count Approval	4	3	

10. Once the record analyst approves, you will receive a notification and you can reload the student profile to check that the Override has been assigned.

Notifications	
Weinig: A8 Soft By: Newest Image: Construct on the second	Core: LSB: Science Technology and Society Add Course Override 03/07/2023 2 minute(i) apo The request for a waive/substitution that you initiated for the statement of the student's academic progress report for further defails. Details Core: LSB: Science Technology and Society Add Course Override 03/07/2023
Override 00/07/2023 Academic Reviewment Override Event - Rescinde 47 minute(s) ago Communication Major: COMM 1 Sub-titute Course Override 03/07/2023 Academic Reviewment Override Event - Successfulty Communication Major: COMM 1 Sub-titute Course Override 03/07/2021 Communication Co	
Real Estate Minor: FNCE 118	Satisfied

Real Estate Minor: Four courses from following list: FNCE 127, 128, 129, 143, ECON 156 and ENVS 128 (Override Assigned)	In Progress	Minimum 2 Course(s)





1. Department Chairs can begin by searching for a student's name to access their student profile. In the main Search Bar, type **Student:** followed by the student's name



2. In the search results, click the appropriate name to access the student **Profile.**

3. Click Academics on the left-hand menu of the Profile Menu.



4. Click the **Academic Progress** tab at the top. Here you will find the student's Academic Progress and Academic Requirements.



5. Click on the related actions for the requirement which needs the override, then go to **Academic Requirements** under the column **Actions** and choose **Create Override**.

*Note: This can be only applied to requirements that require unit counts.

	Actions	equirement for Student			
Plan Academic Progre	Academic Requirement	Create Override			
	Favorite 🗡	Academic Requirement University Requirement: Must	complete a minimum 60		
Finance Densed	Integration IDs >	Eligibility Rule Meaning Student has completed 60 Qu	arter Units from Undergra		
 Finance Depart 		Satisfied With 9 items			
Cumulative GPA 0.000		Registration	Regis		
Unused Registrations		MGMT 160 - Management of Organizations			
✓ Finance Major R		BUSN 179 - Effective Communication in Business			
Requirements Effective	MKTG 181 - Principles of Marketing				
Requirements Not Assig		FNCE 121 - Financial Management			
88 items		OMIS 108 - Operations Management			
Dequirement		RSOC 113 - Buddhism in America			
University Requirement: Mu		FNCE 124 - Investments			
Cumulative GPA		SOCI 148 - Stakeholder Diversity Issues in Contemporary American Organizations			
Opper Division Units					



6. From the options of **Override Type** choose **Adjust Units.**



Override Academic Requirement for Student 🛛 🙀

Student	· · · · · · · · · · · · · · · · · · ·					
Academic Record	Finance Department : Undergraduate (BSC) (Active)					
Academic Requirement University Requirement: Must complete a minimum 60 Upper Division Units						
Eligibility Rule Meaning	Student has completed 60 Quarter Units from Undergraduate Upper Division courses					
Override Type	Adjust Units					
> Satisfied Wit	> Satisfied With					
Current Units 60						
New Units * 59						

8. Enter any comments and click submit

Satisfied With

Current Units 60 New Units * 59

Comments Normal \lor **B I U A** \lor \vdots **E** \Diamond Adjust units to 59 units per Chair Bronco

9. Once submitted, it will get re-routed to the record analysts for approval. This will be your confirmation notification.

7. In **New Units** enter the units to be adjusted.



Up Next: Student Records Manager	Approval by Student 023
View Details	
4)	
dit Academic Requirement Override for a iversity Requirement: Must complete a minimum 60 Upper D	Student ivision Units Adjust Units Override 03/07/2023 🚥
dit Academic Requirement Override for s iversity Requirement: Must complete a minimum 60 Upper D o Next	Student ivision Units Adjust Units Override 03/07/2023 🚥 Do Another

If you click on the academic requirement, you will see the override status is "Pending Adjust Units Approval"

5	Adjust Units	Pending Adjust Units Approval	60	59	Adjust units to 59 units per Chair	
2)					biolico	w

10. Once the record analyst approves, you will receive a notification and you can reload the student profile to check that the Override has been assigned.



Notifications	
Viewing: Alt > Sort By: Newest > > From Last 30 Days >	Core: LSB: Science Technology and Society Add Course Override 03/07/2023 2 minute(o) apo
Core: LSB: Science Technology and Society Add Course Override 03/07/2023 Academic Requirement Override Event - Successfully Compileted 2 minute(s) ago	The request for a waiver/substitution that you initiated for the species review the student's academic progress report for further details. Details Ocre: LSB: Science Technology and Society Add Course Override 03/07/2023
Communication Major: COMM 12 Substitute Course Override 03/07/2023 Academic Requirement Override Event - Successfully Completed 39 minute(s) ago	
Communication Major: COMM 1 Substitute Course Override 03/07/2023 Academic Requirement Override Event - Rescinded 47 minute(s) ago	
Communication Major: COMM 1 Substitute Course Override 03/07/2023 Academic Requirement Override Event - Successfully O Completed 50 minute(s) ago	
Communication Major: COMM 1 Substitute Course Override 03/07/2023 Academic Requirement Override Event - Successfully Completed 54 minute(s) ago	

Requirement	Status	Remaining	Registrations Used	Academic Period
University Requirement: Must hav ma minimum 2.000 Cumulative GPA	Satisfied			
University Requirement: Must complete a minimum 60 Upper Division Units (Override Assigned)	In Progress		MGMT 160 - Management of Organizations	Spring 2021 Quarter

Waive Requirements Process:

1. Department chairs will begin by searching for a student's name to access their student profile. In the main Search Bar, type **Student:** followed by the student's name

2. In the search results, click the appropriate name to access the student Profile.



3. Click Academics on the left-hand menu of the Profile Menu.



4. Click the **Academic Progress** tab at the top. Here you will find the student's Academic Progress and Academic Requirements.



Economics Department/Undergraduate (Sustainable Dev

5. Click on the related actions for the requirement which needs the override, then go to **Academic Requirements** under the column **Actions** and choose **Create Override**.

Environmental Studies Major: Natural Science - ONE COURSE FROM ENVS 80, 145, 148, 151, 153, 160, 161, 165, 185, BIOL 151, 153, OR ENGR 60	Satisfied			ENVS 18 Resourci
Environmental Studies Major: ENVS 101	Actions		Academic Regu	::: ireme
Environmental Studies Major: ENVS 198	Academic Requirement	<	Create Override	
Environmental Studies Major attend 10 ENVS colloquia	Integration IDs	>	Academic Requiremen Eligibility Rule Meaning	t Env g Stu

6. From the options of Override Type, choose Waive Requirement.

*Note that this override type will waive the entire requirement. If the requirements require more than one course and you want to waive some





units, do ADJUST UNITS. If you want to waive some courses, do ADJUST COURSE COUNT.

adem 🖓	Override Acad	emic	Requirement for Stude	nt	
Cumi	Student Academic Requireme	* ent * [Environmental Studies Major atten	d 10 ENVS	colloquia
Unus	Override Type	*	Search	i=	
~	ОК	C	Adjust Course Count		
Requirer	nents Effective 09/0) 9/20 ⁻	Assign Course to Requirement		AM GMT-08:00 Pacif
Requirer	nents Not Assigned	3	Waive Requirement		

- 7. Enter the reason for override in comments section and click Submit
 - (1) Normal Course Waiver: Waive per Chair Bronco

Override Academic Requirement for Student

Student	
Academic Requirement	Environmental Studies Major: ENVS 198
Override Reason	× Other :=
Comments	Normal \sim B I U A \sim i \equiv S
	Waive ENVS 198 per Chair Bronco

(2) Milestone / Non-course Waiver: Completed the requirement per Chair Bronco

Override Academic Requirement for Student क्षे			
<i>b</i>			
Student			
Academic Requirement	Environmental Studies Major attend 10 ENVS colloquia		
Override Reason	× Other :=		
Comments	Normal \checkmark B I U A \checkmark i i \Im		
	Completed the requirement per Prof Chair Bronco		

8. Once submitted, it will get re-routed to the record analysts for approval. This will be your confirmation notification.



es		×	View Academ	nic
ĸ	Override Academic Requirement for Student Up Next: Student Records Manager Approval by Student Records Manager Due Date 03/05/2023 View Details		Student Academic Requirement Eligibility Rule Meaning	t N
If yo	ou click View Details:		Sharing Restrictions Status	4 4 4
	Warrida Academia Dequirement for Student - Mathematics Maior Ana source from MATH 109 or 111 Wains Benvirement A	vorrido 0	Remaining	Ν

Override Academic Requirement for Student	Mathematics Major: One course from MATH 103 or 111 Waive Requirement Override 0
Up Next	Do Another
Student Records Manager Approval by Student Records Manager Due Date 03/05/2023	Edit Academic Requirement Override for Student Override Academic Requirement for Student
> Details and Process	

If you click on the academic requirement, you will see the override status is "pending approval"

View Academic Requirement for Student			
Student	Sec. Sec.		
Academic Requirement	Mathematics Major: One course from MATH 103 or 111		
Eligibility Rule Meaning	Student has completed any of the following course(s): MATH 103 - Advanced Linear Algebra, MATH 111 - Abst Scheme), A+_SCU (SCU Standard Grading Scheme), B (SCU Standard Grading Scheme), B- (SCU Standard Grad Scheme), C+ (SCU Standard Grading Scheme), CR (SCU Standard Grading Scheme), D (SCU Standard Grading 1		
Sharing Restrictions	Mathematics Major: Four upper division MATH or CSCI Electives		
	Mathematics Major: One course from MATH 101, 113, 122, 125, 141, 144, 146, 155, 166, 174, 176 OR 177		
	Mathematics Major: One course from MATH MATH 102, 105 or 153		
Status	Not Satisfied		
Remaining	Minimum 1 Course(s)		
✓ Overrides			
1 item			
Override Type		Override Status	
Waive Requirement		Pending Waive Approval	
			J

10. Once the record analyst approves, you will receive a notification and you can reload the student profile to check that the Override has been assigned.





Notifications			
Viewing: All v Sort By: Newest v v v v V From Last 30 Days	Core: LSB: Science Technology and Society Add Course Override 03/07/2023		
Core: LSB: Science Technology and Society Add Course Override 03/07/2023 Academic Requirement Override Event - Successfully Completed 2 minute(s) ago	The request for a waiver/substitution that you initiated for the subset of the subset		
Communication Major; COMM 12 Substitute Course Override 03/07/2023 Academic Requirement Override Event - Successfully Completed 39 minute(s) ago			
Communication Major: COMM 1 Substitute Course Override 03/07/2023 Academic Requirement Override Event - Rescinded			
Communication Major: COMM 1 Substitute Course Override 03/07/2023 Academic Regularement Override Event - Successfully Compiled Someting to see			
So minune(s) ago Communication Major: COMM 1 Substitute Course Override 03/07/2023 Academic Requirement Override Event - Successfully Completed 54 minute(s) ago			
Environmental Studies Ma ENVS 198	or: Not Satisfied	Minimum 1 Course(s)	

Environmental Studies Major attend 10 ENVS colloquia (Override Assigned)	Waived	

Itomo r