



- 3.) Enter the student's ID. You will then be taken to the term. Enter the term in which you are entering the override. Terms are entered using the following format: 4 digit year, 2 digit term.

Term Codes:                    01-Spring                    06-Summer                    08-Fall

For example, 201601 would be for the spring 2016 term.

Student Registration Permit-Override SFASRPO 8.4.0.1 (BANPROD)

ID: 000 [redacted]                    Term: 201608                    Fall 2016

**Student Permits and Overrides**

Permit	CRN	Subject	Course Number	Section	User	Activity Date
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	10-MAY-2016
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

**Student Schedule**

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
80568	1	CHEM	1407	030	15	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000	1050
80581	1	CHEM	1407	560	21	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1550
83300	1	AGRI	2301	010	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0925	1040
83347	1	AGRI	2301	540	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1500	1650
83348	1	AGSD	2311	010	-3	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0915

- 4.) Click on the drop down menu below 'Permit', the list of the commands available will appear:

Student Registration Permit-Override SFASRPO 8.4.0.1 (BANPROD)

ID: 000 [redacted]                    Term: 201608                    Fall 2016

**Student Permits and Overrides**

Permit	CRN	Subject	Course Number	Section	User	Activity Date
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	10-MAY-2016
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

**Student Schedule**

CRN	Part of Term	Subject	Course Number	Section	Available	Wa
80568	1	CHEM	1407	030	15	0
80581	1	CHEM	1407	560	21	0
83300	1	AGRI	2301	010	0	0
83347	1	AGRI	2301	540	0	0
83348	1	AGSD	2311	010	-3	0

**Registration Permit-Override Codes**

Find %

Code	Description
CAMPUS	Campus Override
OVERRIDE	Capacity,Time,Prereq,Duplicate

Find    End    OK    Cancel

- 5.) CAMPUS is the override code to enter if you are only overriding an online campus section of a class to which the student is not assigned. All other overrides use OVERRIDE. Click on the appropriate override:

Student Registration Permit-Override SFASRPO 8.4.0.1 (BANPROD)

ID: 000 [redacted] [redacted] Term: 201608 Fall 2016

Student Permits and Overrides	CRN	Subject	Course Number	Section	User	Activity Date
Permit [dropdown] OVERRIDE Capacity,Time,Prereq,Duplicate	[dropdown]	[dropdown]	[dropdown]	[dropdown]		10-MAY-2016
[input]	[input]	[input]	[input]	[input]	[input]	[input]
[input]	[input]	[input]	[input]	[input]	[input]	[input]
[input]	[input]	[input]	[input]	[input]	[input]	[input]

- 6.) You will now be at the CRN field. Enter in the five digit CRN. The subject, course number and section will appear. Ensure this is the course for which you are permitting an override:

Student Registration Permit-Override SFASRPO 8.4.0.1 (BANPROD)

ID: 000 [redacted] [redacted] Term: 201608 Fall 2016

Student Permits and Overrides	CRN	Subject	Course Number	Section	User	Activity Date
Permit [dropdown] OVERRIDE Capacity,Time,Prereq,Duplicate	82115	BUSI	4359	010		10-MAY-2016
[input]	[input]	[input]	[input]	[input]	[input]	[input]
[input]	[input]	[input]	[input]	[input]	[input]	[input]
[input]	[input]	[input]	[input]	[input]	[input]	[input]

- 7.) If this is correct, hit F10 to save. Your user name will appear under 'User':

Student Registration Permit-Override SFASRPO 8.4.0.1 (BANPROD)

ID: 000 [redacted] [redacted] Term: 201608 Fall 2016

Student Permits and Overrides	CRN	Subject	Course Number	Section	User	Activity Date
Permit [dropdown] OVERRIDE Capacity,Time,Prereq,Duplicate	82115	BUSI	4359	010	TREADAWAY	10-MAY-2016
[input]	[input]	[input]	[input]	[input]	[input]	[input]
[input]	[input]	[input]	[input]	[input]	[input]	[input]
[input]	[input]	[input]	[input]	[input]	[input]	[input]

- 8.) The student may now enroll themselves in the course.