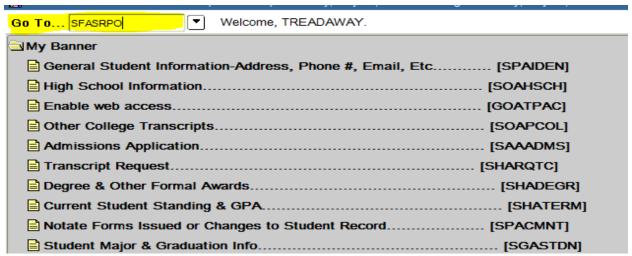
Entering Course Overrides in Banner for Student Registration

Entering an override in SFASRPO in Banner will allow a student to register themselves in a class when they otherwise wouldn't be able to register for the following reasons:

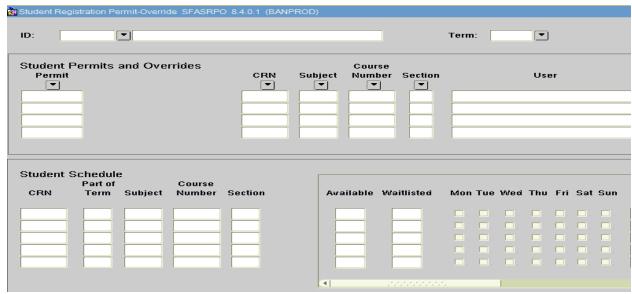
- The course is at capacity.
- There is a time conflict with another course in which the student is registered.
- The course has a prerequisite the student has not completed.
- The student is already enrolled in the course. (This usually happens when the student is enrolled in it for one term and know they are not going to perform well and would like to retake the course the next term.)
- The course is held in an online campus section to which the student is not assigned.

Entering an override in this manner does not allow an override for classification (the student is a graduate student wishing to take undergraduate courses or vice versa; a registration form must be submitted.)

1.) To enter an override in Banner, go to SFASRPO. In the Banner main screen, type in SFASRPO in the 'Go To...' field and enter:



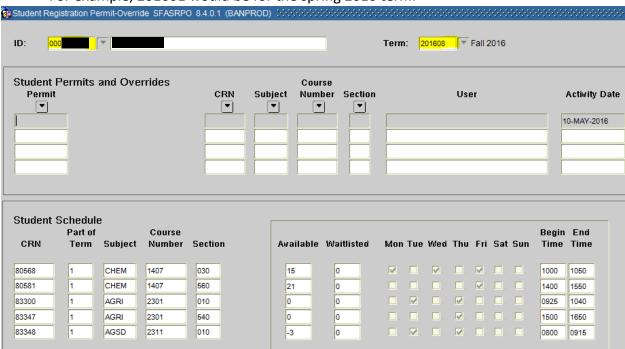
You are now taken to the SFASRPO screen.



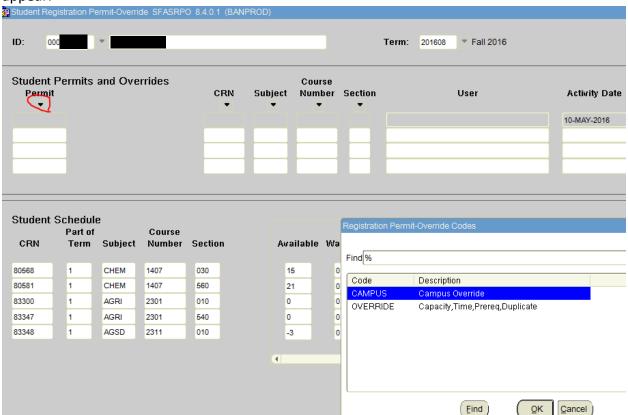
3.) Enter the student's ID. You will then be taken to the term. Enter the term in which you are entering the override. Terms are entered using the following format: 4 digit year, 2 digit term.

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

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



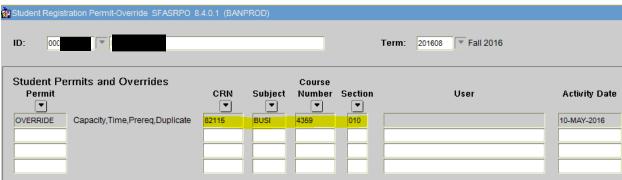
4.) Click on the drop down menu below 'Permit', the list of the commands available will appear:



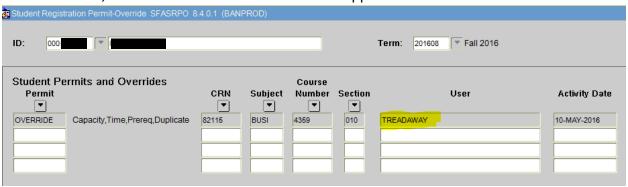
5.) CAMPUS is the override code to enter if you are only overriding an online campus section of a class to which the student is not assigned. All other overrides use OVERRIDE. Click on the appropriate override:

Student Registration Permit-Override SFASRPO 8	.4.0.1 (BAN	PROD)			Term : 201608 ▼ Fall 201	6
Student Permits and Overrides Permit OVERRIDE Capacity, Time, Prereq, Duplicate	CRN	Subject	Course Number	Section	User	Activity Date

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:



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



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