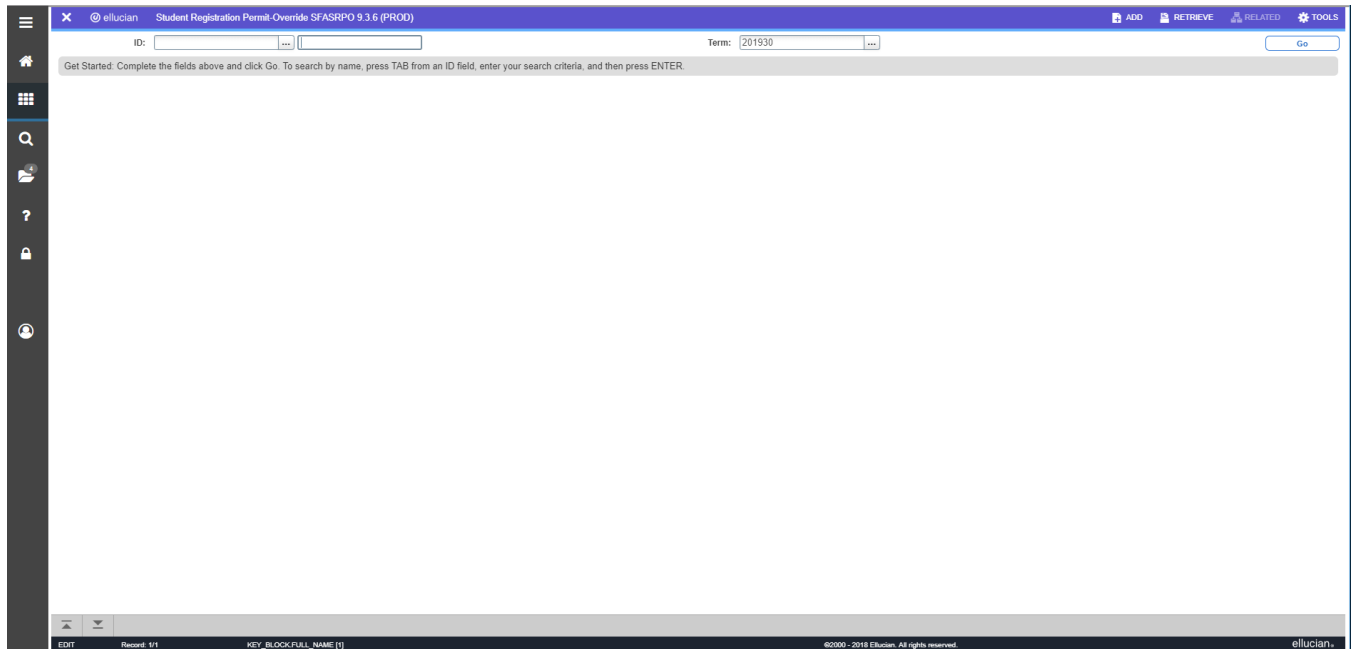


# Update Registration Overrides

In Banner, students must enroll themselves. If the student is unable to enroll in a class from your department because it is closed or they do not meet the pre-requisite, you must perform the following steps. This will allow the student to register themselves in the class by using SSB.

1. Access the Registration Permit Override Form (**SFASRPO**) from the General Menu.



The screenshot shows the Banner interface for the Student Registration Permit Override (SFASRPO) form. The browser title is "ellucian Student Registration Permit-Override SFASRPO 9.3.6 (PROD)". The form has two input fields: "ID:" and "Term:". The "Term:" field contains the value "201930". A "Go" button is located to the right of the "Term:" field. Below the input fields is a search instruction: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER." The interface includes a left-hand navigation menu with icons for home, search, help, and user profile. At the bottom, there is a footer with "EDIT", "Record: 01", "KEY\_BLOCKFULL\_NAME (1)", "©2000 - 2018 Ellucian. All rights reserved.", and the "ellucian." logo.

2. In the **ID** field, enter the Banner student ID or name of the student.
3. In the **Term** field, enter the term you wish to view (this is the term for which you plan to override the restriction so the student can enroll).

- Perform a **Next Block**. This portion of the screen will show Student Permits and Overrides for this student. The bottom portion of the screen will show what the student is currently enrolled in for this term (if any).

Student Registration Permit-Override SFASRPO 9.3.6 (PROD)

ID: N00227544 DNU Demo1 DO NOT USE, Student1 Term: 201930 Spring 2019

STUDENT PERMITS AND OVERRIDES

Permit #	Permit Description	CRN	Subject	Course Number	Section

STUDENT SCHEDULE

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Error	Link	Crosslist Group	Campus	Schedule Type	Section Status	Block Indicator	Registration Status
31993	1	MATH	0133	99	-2	0								0900	0950	O		01	09	A			RE
31995	1	HIST	1493	99	-2	0								1100	1150	O		01	22A	A			RE
31996	1	HED	1113	99	-2	0								1100	1150	O		01	00A	A			RE

- In the **Permit** field, enter the override type you are issuing to the student. (Click the “...” in the permit field to see a list of override types). **Select the “Advisement Staff” override code only.** It is critical that the override that you issue is appropriate to your job responsibility.

Student Registration Permit-Override SFASRPO 9.3.6 (PROD)

ID: N00227544 DNU Demo1 DO NOT USE, Student1 Term: 201930 Spring 2019

STUDENT PERMITS AND OVERRIDES

Permit #	Permit Description	CRN	Subject	Course Number	Section

STUDENT SCHEDULE

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31993	1	MATH	0133	99	-2	0								0900	0950	O		01	09	A			RE
31995	1	HIST	1493	99	-2	0								1100	1150	O		01	22A	A			RE
31996	1	HED	1113	99	-2	0								1100	1150	O		01	00A	A			RE

Registration Permit-Override Codes

Criteria:

Code	Description
5	Advisement Staff
6	Department-Capacity
7	Department-Time
8	Department-Attribute
9	Department-Mutually Exclusive
10	Graduate College - Provisional
1	Faculty
2	Department-Registration

- At this point you have two options. You can grant permission by a specific CRN which allows the student to enroll in a specific class by day/time/instructor. Or, you can grant permission by subject/course number which allows the student to enroll in any CRN for that subject/course number combination. NOTE: The Advisement Staff override that you will use only overrides prerequisites. If you choose to issue an override for a specific section (CRN) and that section closes before the student can enroll, you must issue a second override. If you instead issue an override for a course in general (subject and course number only, no CRN), the student can enroll in any section of that course still open.

To issue an override by CRN: In the **CRN** field, enter the CRN of the specific section to override.

The screenshot displays the 'Student Registration Permit-Override SFASRPO 9.3.6 (PROD)' interface. The top section, 'STUDENT PERMITS AND OVERRIDES', contains a form with the following fields:

- Permit #: 5
- Permit Description: Advisement Staff
- CRN: 31993
- Subject: MATH
- Course Number: 0133
- Section: 99

The bottom section, 'STUDENT SCHEDULE', displays a table with the following data:

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Error	Link	Crosslist Group	Campus	Schedule Type	Section Status	Block Indicator	Registration Status
31993	1	MATH	0133	99	-2	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0900	0950	O			01	09	A		RE
31995	1	HIST	1493	99	-2	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1100	1150	O			01	22A	A		RE
31996	1	H ED	1113	99	-2	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1100	1150	O			01	00A	A		RE

To issue an override by subject and course number: Enter the subject and course number fields of the course (in general) that you want to allow the student to enroll in.

The screenshot displays the 'Student Registration Permit-Override SFASRPO 9.3.6 (PROD)' application. At the top, the header shows the user 'ellucian' and the system ID 'N00227544'. A green notification bar indicates 'Saved successfully (3 rows saved)'. The main interface is divided into two sections: 'STUDENT PERMITS AND OVERRIDES' and 'STUDENT SCHEDULE'. The 'STUDENT PERMITS AND OVERRIDES' section shows a table with columns for Permit, Permit Description, CRN, Subject, Course Number, and Section. The 'STUDENT SCHEDULE' section shows a table with columns for CRN, Part of Term, Subject, Course Number, Section, Available, Waitlisted, and days of the week (Mon-Sun). The bottom status bar displays 'Activity Date: 02/25/2019 03:02:34 PM' and 'Activity User: GREGGA'. A 'SAVE' button is located in the bottom right corner.

The user ID of the person issuing the override will be listed in the **User** field (in this example it shows the superuser ID that I was logged in as).

7. Click the **Save** icon (or **Shift-F10**).

8. Let the student know that you have overridden their registration restriction and that they can now register themselves in that class through SSB.

9. To enter another override, click the **Rollback** icon (or **Shift-F7**) and repeat steps 2-3.

10. To return to the General Menu, click the **Exit** icon (or **Ctrl-Q**).