

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.

Oracle Fusion Middleware Forms Services: Open > SFASRPO

File Edit Options Block Item Record Query Tools Help

Student Registration Permit-Override SFASRPO 8.4.0.1 (PROD)

ID: Term: 201420

Student Permits and Overrides

Permit	CRN	Subject	Course Number	Section	User	Activity Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Student Schedule

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

ID; Press LIST for valid ID's.

Record: 1/1

Start Oracle Fusion Middlewar... TRAINING Argos - Northeastern St... (INB)Update Registratio... Oracle Fusion Middle... 8:06 AM

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 over ride the restriction so the student can enroll).

4. 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).

ID: N00078602 Walker, Jeffery W.

Term: 201420

Student Permits and Overrides

Permit	CRN	Subject	Course Number	Section	User	Activity Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Student Schedule

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

5. In the **Permit** field, enter the override type you are issuing to the student. (Click the LOV 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.

The screenshot shows the Oracle Fusion Middleware Forms Services interface for a Student Registration Permit-Override. The main window displays the student's ID (N00078602) and name (Walker, Jeffery W.), along with the term (201420) and semester (Fall 2013). Below this, there are sections for 'Student Permits and Overrides' and 'Student Schedule'. A pop-up window titled 'Registration Permit-Override Codes' is open, showing a list of codes and descriptions. The code '5' for 'Advisement Staff' is highlighted.

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

6. 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.

Oracle Fusion Middleware Forms Services: Open > SFASRPO

File Edit Options Block Item Record Query Tools Help

Student Registration Permit-Override SFASRPO 8.4.0.1 (PROD)

ID: N00078602 Walker, Jeffery W. Term: 201420 Fall 2013

Student Permits and Overrides

Permit		CRN	Subject	Course Number	Section	User	Activity Date
5	Advisement Staff	20456	D ED	4313	01		09-MAY-2013

Student Schedule

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Subject; Press LIST for valid codes, CQH - CRN search, DUPREC - existing courses

Record: 1/1 | ... | List of Valu... | <OSC>

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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 shows the Oracle Fusion Middleware Forms Services interface for 'Student Registration Permit-Override'. The title bar indicates 'Open > SFASRPO'. The menu bar includes 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. The Oracle logo is in the top right corner.

At the top, there are input fields for 'ID' (N00078602) and 'Walker, Jeffery W.', and a 'Term' dropdown set to '201420' and 'Fall 2013'.

The main content area is divided into two sections:

- Student Permits and Overrides:** A table with columns: Permit, CRN, Subject, Course Number, Section, User, and Activity Date. The first row shows: Permit 5, Advisement Staff, CRN (empty), Subject SPAN, Course Number 1113, Section (empty), User SAISUSR2, and Activity Date 09-MAY-2013.
- Student Schedule:** A table with columns: CRN, Part of Term, Subject, Course Number, Section, Available, Waitlisted, and a grid for days (Mon-Sun) with 'Begin Time' and 'End Time' columns.

At the bottom, a status bar shows 'FRM-40400: Transaction complete: 1 records applied and saved.' and 'Record: 1/1'. The Windows taskbar at the very bottom shows the Start button and several open applications, including 'Oracle Fusion Middlewar...', 'TRAINING', 'Argos - Northeastern St...', '(INB)Update Registratio...', and 'Oracle Fusion Middle...'.

The user ID of the person issuing the override will be listed in the **User** field (in this example it shows the super user 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**).