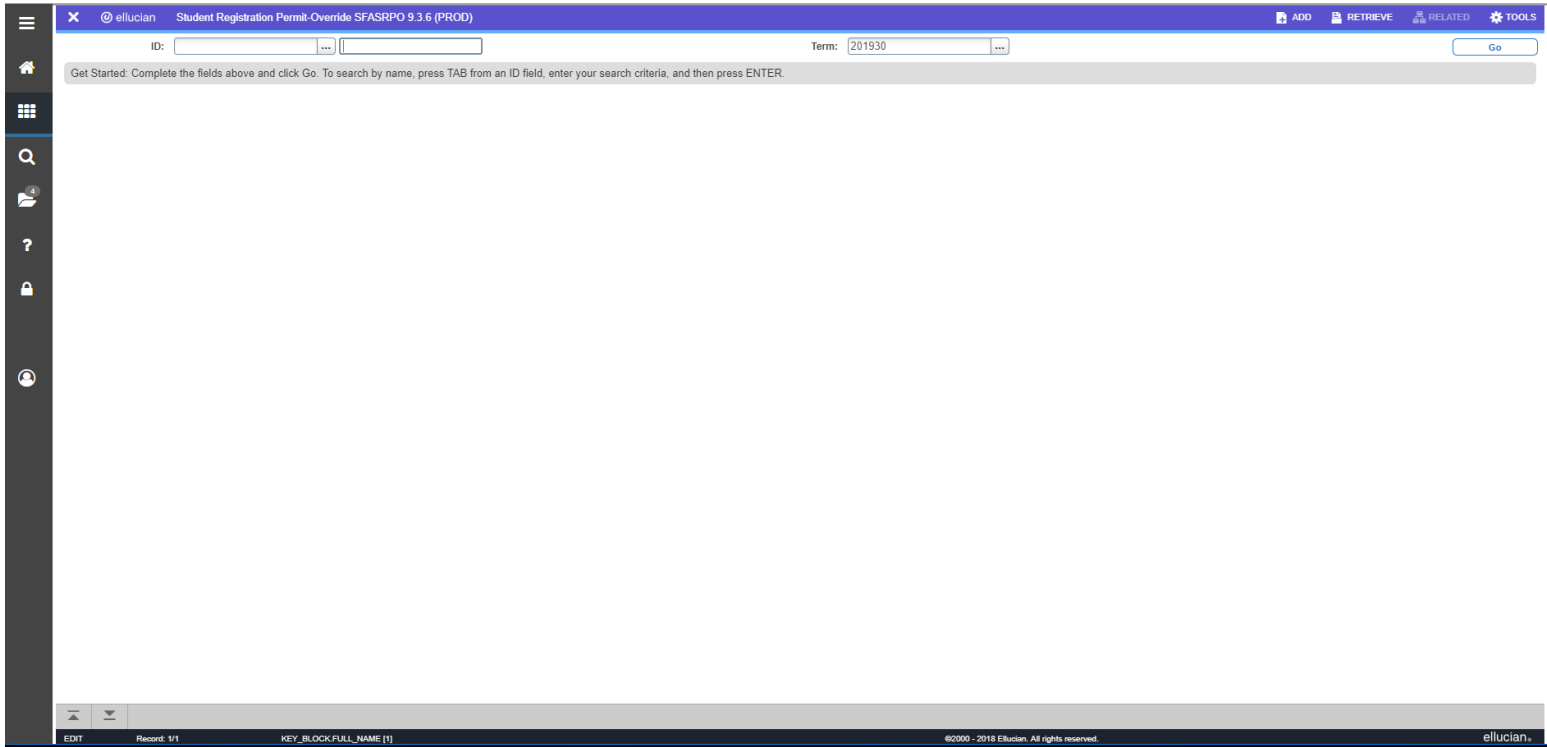# Update Registration Overrides

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.

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).

5. 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.

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.

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 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**).