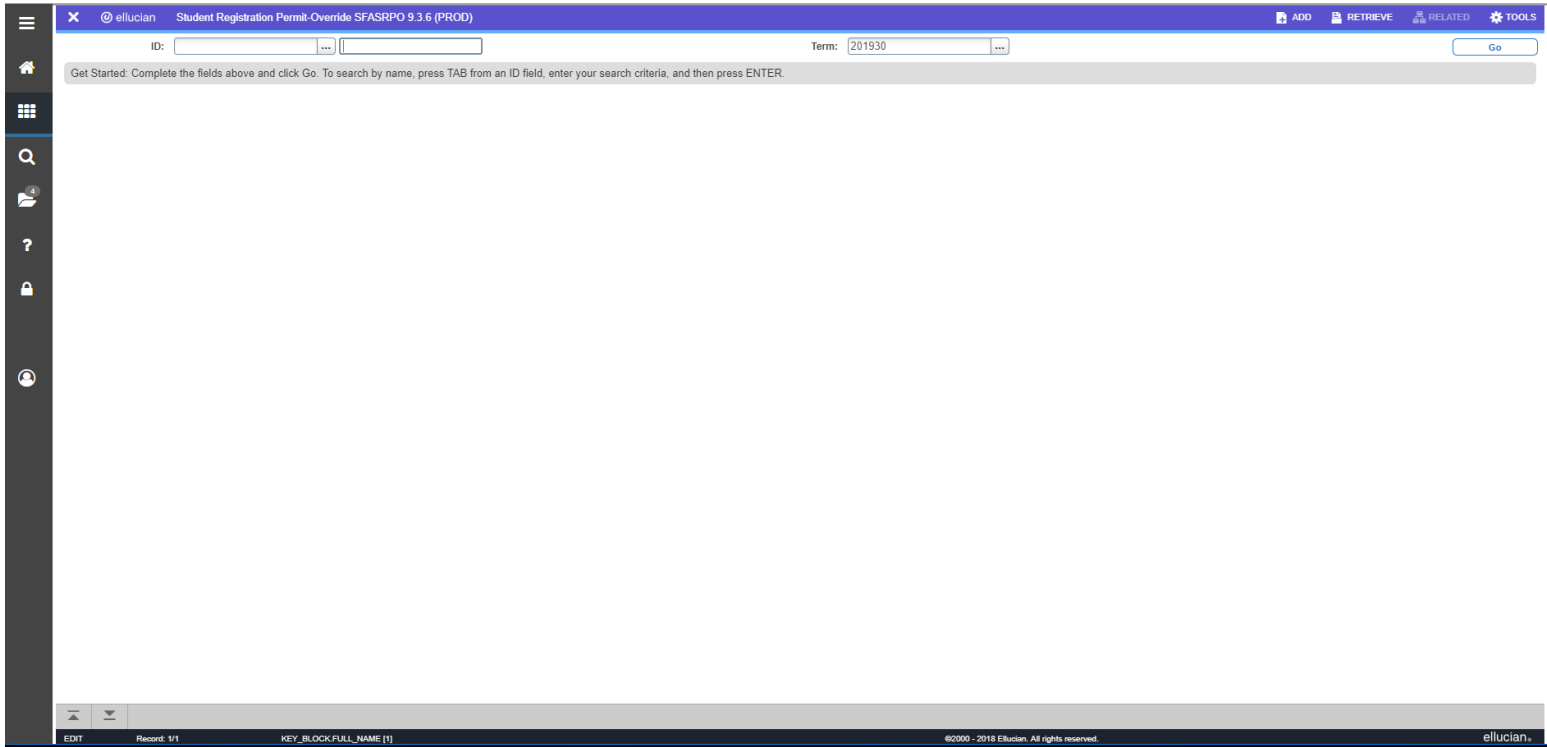


Update Registration Overrides

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 web application interface for the Student Registration Permit-Override SFASRPO 9.3.6 (PROD). The browser title bar indicates the application name. The interface includes a search bar with fields for 'ID' and 'Term', and a 'Go' button. Below the search bar, there is a message: '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 main content area is currently empty. The bottom of the screen shows a status bar with 'EDIT', 'Record: 1/1', 'KEY_BLOCK_FULL_NAME [1]', '©2000 - 2018 Etucian. 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 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).

ellucian Student Registration Permit-Override SFASRPO 9.3.6 (PROD) ADD RETRIEVE RELATED TOOLS

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

STUDENT PERMITS AND OVERRIDES

Permit *	Permit Description	CRN	Subject	Course Number	Section
Record 1 of 1					

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	<input 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1100	1150	O			01	00A	A		RE

Record 1 of 3

Activity Date: 02/25/2019 12:00:00 AM

EDIT Record: 1/1 SFRSRPO.SFRSRPO_ROVR_CODE [1] ©2000 - 2018 Ellucian. All rights reserved. ellucian. SAVE

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.

ellucian Student Registration Permit-Override SFASRPO 9.3.6 (PROD) ADD RETRIEVE RELATED TOOLS

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

STUDENT PERMITS AND OVERRIDES

Permit *	Permit Description	CRN	Subject	Course Number	Section
Record 1 of 1					

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	<input 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1100	1150	O			01	00A	A		RE

Record 1 of 3

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

Record 1 of 8

Cancel OK

Activity Date: 02/25/2019 12:00:00 AM

EDIT Record: 1/1 SFRSRPO.SFRSRPO_ROVR_CODE [1] ©2000 - 2018 Ellucian. All rights reserved. ellucian. SAVE

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.

The screenshot displays the 'Student Registration Permit-Override SFASRPO 9.3.6 (PROD)' application. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. The main content area is divided into two sections:

STUDENT PERMITS AND OVERRIDES

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

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	<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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1100	1150	O			01	00A	A		RE

The bottom of the interface shows the 'Activity Date' as 02/25/2019 12:00:00 AM and a 'SAVE' button.

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.

ellucian Student Registration Permit-Override SFASRPD 9.3.6 (PROD)

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

Saved successfully (3 rows saved)

STUDENT PERMITS AND OVERRIDES

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

Record 1 of 1

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	<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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1100	1150	O			01	00A	A		RE

Record 1 of 3

Activity Date: 02/25/2019 03:02:34 PM Activity User: GREGGA

SAVE

EDIT Record: 1/1 SFRSRPO.SFRSRPO_SUBJ_CODE [1] ©2000 - 2018 Ellucian. All rights reserved. ellucian

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**).