

BANNER OVERRIDE INSTRUCTIONS (SFASRPO)

ENTER *SFASRPO* in the *Search*:

ENTER the student's *W#*

ENTER the *Term*

- *To Search by student name:*
- **CLICK** on the *3 dot search*
- **SEARCH** for the *Last Name* and/or *First Name*
- **DOUBLE-CLICK** on the proper student.

CLICK *Go*

ENTER the permit code OR

- **CLICK** in the *3 dot Search* under *Permit* to choose an *override type*.

DOUBLE-CLICK the permit code you need

ENTER the *CRN* which will allow the student to register for that *CRN* only OR enter a *subject* and *course #* to allow the student to register for any section with that *course #*.

CLICK *Save*

CLICK the *Start Over* to access a new student

CLICK the upper-left *X* to exit

INFORMATION ON BANNER OVERRIDES

- There is nothing to stop you from overriding other dept classes **BUT YOU MUST NOT**. Your name will show up as the person who has overridden each class.
- You can not register a student in banner. You are overriding only and the student must register themselves in their student portal. You may want to give them a time limit to do this so you can keep track of your enrollment.
- If you make a mistake or no longer want the student to be able to register, you may delete the override by having the permit highlighted and then choose ***DELETE>SAVE***.
- The student's schedule is shown at the bottom of the screen just for informational use.
- If there is more than one registration override needed, each override needs to be input individually or use ***ALL***.
- **Do NOT use an ALL or CAPACITY override if the class has a Waitlist.**

OVERRIDE TYPES

ALL.....Overrides *all* restrictions.

CAPACITY.....Overrides a *closed* class.

CLASS.....Overrides a *class distinction* such as *Seniors Only*.

COREQS.....*Co-Requisite* override.

COHORT.....Cohort override

DEGREE.....*Degree Restriction* override for classes that require only specific degrees to be allowed.

DUPLICATES.....*Duplicate* courses override.

LINKS.....Overrides classes that are *linked* together, such as accelerated courses.

PREREQS.....*Pre-Requisite* override.

PROGRAM.....*Program Restriction* override for classes that require only specific programs to be allowed.

SPECAPPR.....*Special Approval* override.

TIME.....*Time Conflict* override.

STUDENT PERMITS AND OVERRIDES																	
Permit *	Permit Description	CRN	Subject	Course Number	Section												
ALL	All Restrictions Override	11192	POLS	4800	0												
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
							<input checked="" type="checkbox"/>										