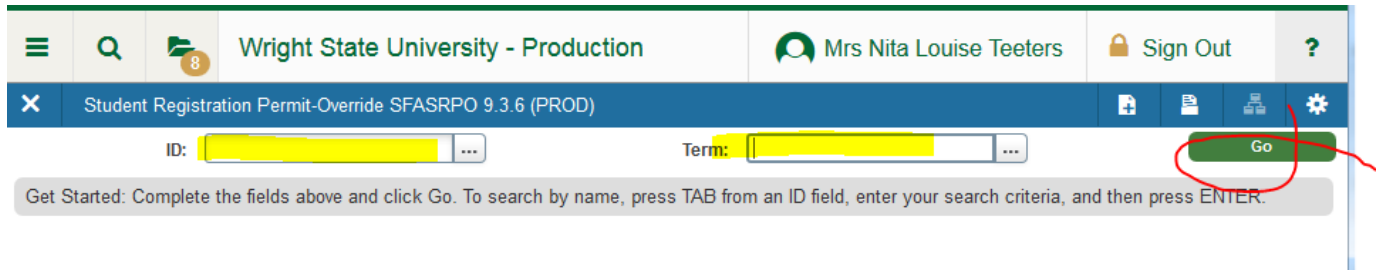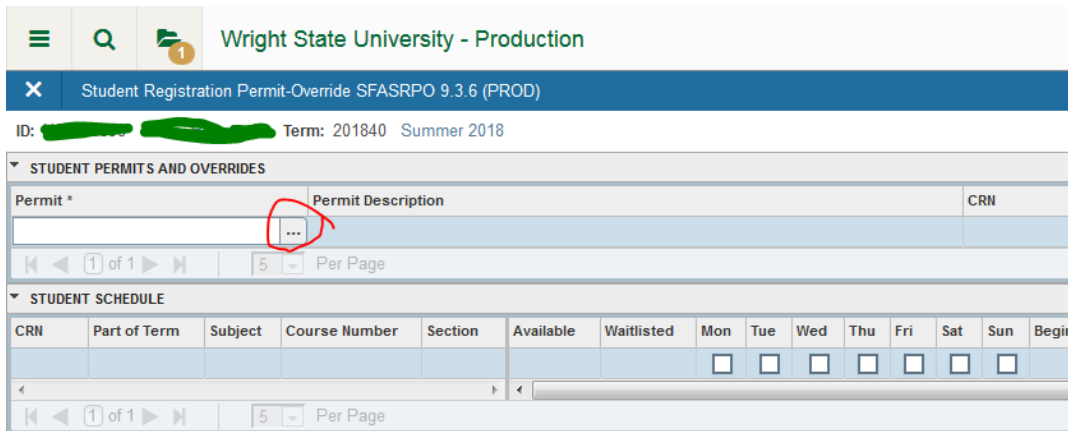# Registration Overrides in Banner
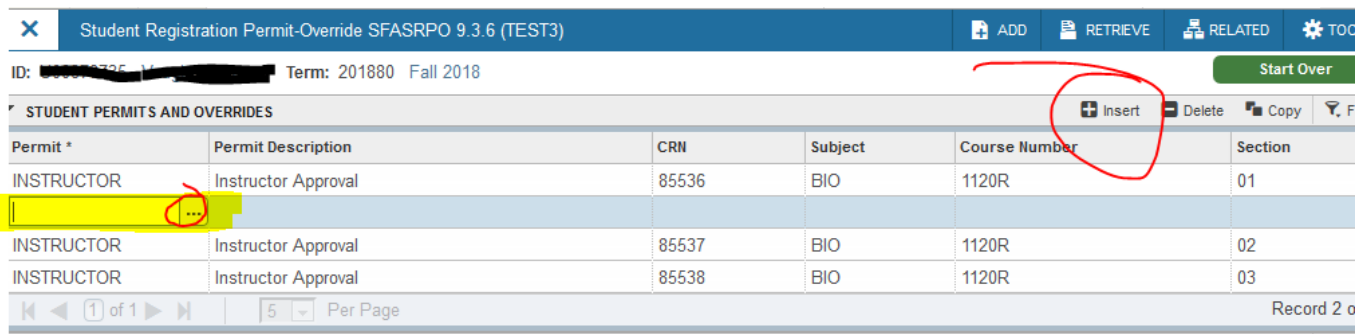
Banner **SFASRPO** (Banner Admin Access Required)

- Enter the Student UID and the Term

- If no former overrides exist for the student, Search for the Override permission Code options using the Permit field search icon to the right of the blank field

- If former overrides exist, select "Insert" and a new blank row will be created; Search for the Override permission Code options using the Permit field search icon to the right of the blank field

rev 10/09/2018

- A new window will open from in which you may **double-click the appropriate override Code**/Description
    - **NOTE: Do not add a CLOSED (Closed Class Override) if there is a Waitlist** for your course and Waitlist Registration is still open.
        - Your department may use Waitlist Management to move a student up in the waitlist queue if you want the next seat to go to a student

- Enter the Course Details for which the Override applies (*the course for which the student is trying to register*)
    - You may leave the CRN blank to allow the student into ANY section of a particular Subject/Course Number or you may enter a CRN to restrict registration to only one section

- When Overrides have been entered, SAVE your changes

✕	Student Registration Permit-Override SFASRPO 9.3.6 (TEST3)													📄 📄 🔲 ⚙

ID: ▓▓▓▓▓▓▓▓   Term: 201880 Fall 2018   Start Over

▼ **STUDENT PERMITS AND OVERRIDES**   ➕ Insert ➖ Delete 📋 Copy 🔻 Filter

Permit *	Permit Description	CRN	Subject	Course Number	Section
INSTRUCTOR	Instructor Approval	85536	BIO	1120R	01
INSTRUCTOR	Instructor Approval		BIO	1120R	...
INSTRUCTOR	Instructor Approval	85537	BIO	1120R	02
INSTRUCTOR	Instructor Approval	85538	BIO	1120R	03

◀◀ ◀ 1 of 1 ▶ ▶▶   5 ▼ Per Page   Record 2 of 4

▼ **STUDENT SCHEDULE**   ➕ Insert ➖ Delete 📋 Copy 🔻 Filter

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
70126	1	BIO	1120L	01	0	0	☐	☑	☐	☐	☐	☐	☐	1220	1410
70356	1	CHM	1010L	03	8	0	☑	☐	☐	☐	☐	☐	☐	1220	1410
75421	1	CHM	1010	01	87	0	☐	☑	☐	☑	☐	☐	☐	1700	1820
77326	1	DEV	0920	01	3	0	☑	☐	☑	☐	☑	☐	☐	0905	1000
80673	1	DEV	0970	04	11	0	☑	☐	☑	☐	☐	☐	☐	1430	1620

◀◀ ◀ 1 of 2 ▶ ▶▶   5 ▼ Per Page   Record 1 of 7

Activity Date 08/16/2018 12:00:00 AM   SAVE

...e and Cheryl.

- The student may now register online via WINGS Express (assuming there are no other restrictions on the course or holds on the student account)

CODE	DESCRIPTION	RESTRICTION TYPE	WHEN USED	ERROR MSG TO STUDENT DURING ONLINE REGISTRATION	STUDENT REGISTRATION FORM TO RAIDERCONNECT
ADV_MAX_HR	Advisor Apprvl Exceed Max Hrs	Maximum Credit hours allowed: - UG student 20 cr hrs - GR student 16 cr hrs	Permit student to exceed maximum credit hours	Maximum hours exceeded	Always
ATTRIBUTE	Student Attribute Override	Course is restricted to include or exclude students with particular attribute(s)	Premit student who does not meet the restriction to register for this CRN	Student Attribute Restriction	Once Instructor Permission is Required for the Term (Full-X, A, B)
AUDIT_CRED	Change from Audit to Credit OK	Permission always required to allow a student to change from audit to credit	Permit student already registered to change status in your course from/to audit/credit	N/A - not permitted online	Always
AUDIT_OK	Instructor Approved Audit Reg	Permission always required to allow a student to audit a course.	Permit student to audit your course; common for those participating in 60 and Up program	N/A - not permitted online	Always
CLASS	Classification Override	Course is restricted to include or exclude a particular Class (e.g., SR, JR, SO, FR)	Premit student who does not meet the restriction to register for this CRN	Class Restriction	Once Instructor Permission is Required for the Term (Full-X, A, B)
CLOSED*	Closed Class Override*	There are no seats available for the CRN **and there is no waitlist**	Permit registration when no seats remain and CRN has no waitlist	Closed Section	Once Instructor Permission is Required for the Term (Full-X, A, B)
COHORT	Student Cohort Override	Course is restricted to include or exclude students in a particular cohort.	Premit student who does not meet the restriction to register for this CRN	Cohort Restriction	Once Instructor Permission is Required for the Term (Full-X, A, B)
COLLEGE	College Override	Course is restricted to include or exclude students whose primary program belongs to a particular college.	Permit student in a different college to register	College Restriction	Once Instructor Permission is Required for the Term (Full-X, A, B)
COREQ	Co-requisite Override	Course has co-requisites	Permit student to register for this CRN without registering for its co-requisites	Corequisite required	Once Instructor Permission is Required for the Term (Full-X, A, B)
CRED_AUDIT	Change from Credit to Audit OK	Permission always required to allow a student to change from credit to audit	Permit student to change status in your course from credit to audit	N/A - not permitted online	Always
DEGREE	Degree Override	Course is restricted to students seeking particular degree(s)	Premit student seeking a different degree to register for this CRN	Degree Restriction	Once Instructor Permission is Required for the Term (Full-X, A, B)
DEPARTMENT	Department Approval	Course requires Department approval for any student to register	Permit student to register for the CRN	Department Approval	Once Instructor Permission is Required for the Term (Full-X, A, B)
DUPLICATE	Duplicate Course Override	Course probits registration to another section of the same Subject and Course Number	Permit student to register for this CRN while already registered for another section of the same course	Duplicate Course with Section %1%	Once Instructor Permission is Required for the Term (Full-X, A, B)
FOS	Field of Study Override	Course restricted to include or exclude students in a particular major, minor, or concentration field of study	Permit student to register for this CRN who is not seeking the field of study to which the course is restricted to register for this CRN	Field of Study Restriction	Once Instructor Permission is Required for the Term (Full-X, A, B)
INSTRUCTOR	Instructor Approval	Course is restricted to require Instructor Approval OR online registration has ended for the term	Permit student to register to CRN with restriction or to any CRN once Insructor Approval is required for all classes	Instructor Approval	Once Instructor Permission is Required for the Term (Full-X, A, B)
MAJOR	Major Override	Course restricted to include or exclude students in a particular major field of study	Permit student to register for this CRN who is not seeking the major field of study to which the course is restricted to register for this CRN	Field of Study Restriction	Once Instructor Permission is Required for the Term (Full-X, A, B)
PREREQ	Pre-req Override	Course restricted to students who have met particular pre-requisite course or test score requirements	Permits student to register for this CRN who have not met the pre-requisites	Prerequisite or Test Score error	Once Instructor Permission is Required for the Term (Full-X, A, B)
PROGRAM	Program Override	Course restricted to students in a particular curriculum program	Permits student to register for this CRN who are not in the program to which course is restricted	Program Restriction	Once Instructor Permission is Required for the Term (Full-X, A, B)

*do not use CLOSED CLASS override if course has waitlist; this results in student on waitlist missing opportunity to register and adds seat to the class. If an added seat is the desire, department can request added seat(s) via Office of the Registrar scheduling.