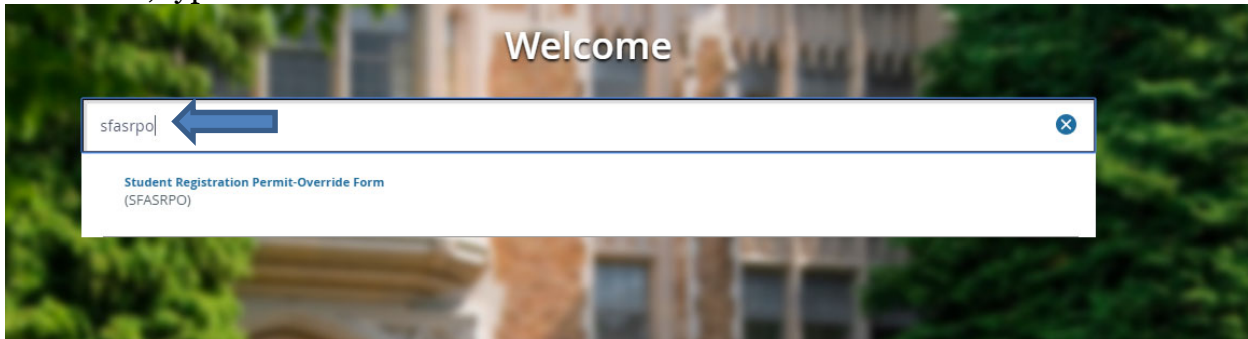


Applying Course Overrides in Banner 9 - Staff

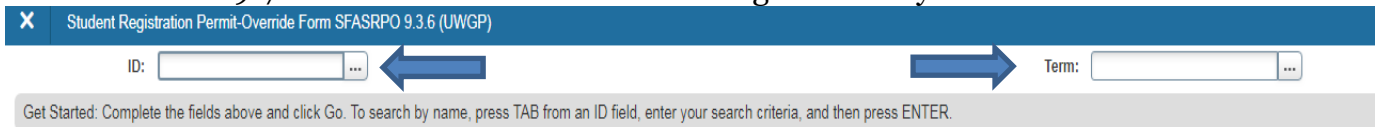
Access Needed: SFASRPO

Entering the Override into Banner:

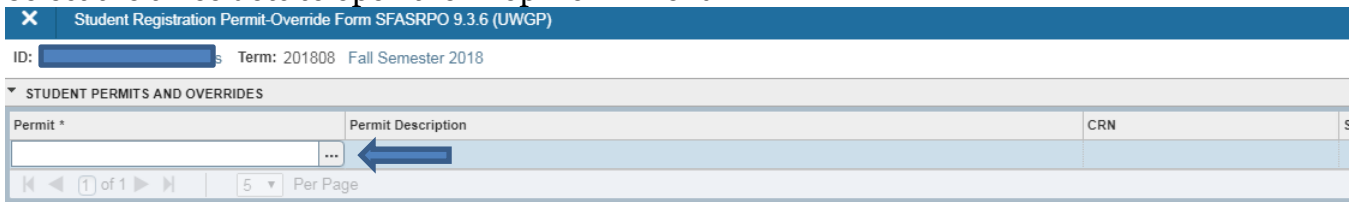
In Banner, type **SFASRPO** in Search Field. Press Enter.



Enter Student's 917 # and Term. Press Go or Alt + Page Down key.



Select the three dots to open the Drop Down menu



The override code selection box will open. Select the appropriate override code and click okay.

Registration Permit-Override Codes

Criteria

Code	Description
PRE-REQ	Pre-requisite Override
SEATS	Maximum Seats Override
MAJ/DGR	Major/Degree Override
SP APRV	Special Approval Override
CLASS	Class (Fr,So,etc) Override
TIME	Time Conflict Override
DUPL	Duplicate Course Override
ENGL DEPT	English Dept Special Approvals
PSYC DEPT	Psych Dept Special Approvals
MUSC DEPT	Music Dept Special Approvals

1 of 1 Per Page Record 1 of 18

Cancel OK

Enter the CRN of the course.

ellucian Student Registration Permit-Override Form SFASRPO 9.3.15 (B540)

ID: Term: 202005 Summer Semester 2020

STUDENT PERMITS AND OVERRIDES

Permit *	Permit Description	CRN
PRE-REQ	Pre-requisite Override	<input type="text"/>

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Press F10 to save. Press Arrow down or F6 to insert a new row and repeat steps 3-6, or Ctrl + Q to exit.

Removing or changing the Override in Banner:

If you accidentally entered the wrong type of override or wrong CRN. Simply select the correct override code or type in the correct CRN and press F10 to save.

If you need to remove the override in Banner, highlight the override to be removed. This should only be done if you placed the override.

Student Registration Permit-Override Form SFASRPO 9.3.6 (BANT3)

ID: Term: 201808 Fall Semester 2018

STUDENT PERMITS AND OVERRIDES

Permit *	Permit Description	CRN
SEATS	Maximum Seats Override	80070
ALL	All errors include seats/time	81671

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Select the delete button or Shift F6 to remove the override and F10 to save your changes.