

## Override Process for Division Heads and Division Secretaries

### Go to SFASRPO: Student Registration Permit-Override Form

Comment [nh1]: RPO

Options

Add/Drop Courses

Course Section Information

Basic Course Information

Degree and Award Detail

Define Permit/Override Rules

Term: 200460 Fall 2004

ID: 000010738 Anderson, Alexandra K.

Student Permits/Overrides

Permit	CRN	Subject	Course	Section	User
MAJPRO			COMM	250	AKA
CAPACITY	6009	COMM	170	02	AKA

Student Schedule

CRN	P/T	Subject	Course	Section	Avail	Wait	M	T	W	R	F	S	U	Beg	End
6542	1	ART	203	01	39	0	☑		☑	☑	☑			1330	1420

FRM-40400: Transaction complete: 2 records applied and saved.  
Record: 2/2 <OSC> <DBG>

Enter the term and student ID.

Enter the type of override. Overrides can be entered before or after a student attempts to register. After the override is entered, the student will need to log in to Banner Web and add the course. Divisions should only add overrides for courses within their respective disciplines.

Comment [nh2]: Divisions should only add overrides for courses within their respective disciplines.

**CAPACITY** Use this code to give the student permission to enter a closed class.

**TIME** Use this to override a time conflict. The student must have this override entered on the course on which he/she receives the time conflict.

**MAJORPRO** Use this code to override the major or program restriction, which can be viewed on SSASECT (SSARRES) or in the Banner catalog.

<b>PRECO</b>	Use this code to override the prerequisite or corequisite for the course, which can be viewed on SSASECT (SSAPREQ) or on SCADETL in the Banner catalog.	Comment [nh3]: do we need this word?
<b>CLASS</b>	Use this code to override a class restriction for the course, which can be viewed on SSASECT (SSAPREQ) or in the Banner catalog.	Comment [nh4]: do we need this word?
<b>LINK</b>	Use this code to let a student enroll in one part of a linked course without enrolling in the other part.	
<b>ALLREST</b>	“All the rest.” This is a variation the old yellow card. This one override will take care of any major, program, prerequisite, corequisite, class, or link errors on a course. NOTE: this override will NOT override capacity.	Comment [nh5]: NOTE: this override will NOT override capacity.

**Decide whether the override is for a *course* or a *section*. Enter the appropriate fields.**

**Course overrides** should be made when a student has permission to override a restriction and to enroll in *any section* of a specific course.

**Section overrides** should be made when a student has permission only to override a restriction for *one section* of a course. Most capacity overrides should be section specific.

**Save.**