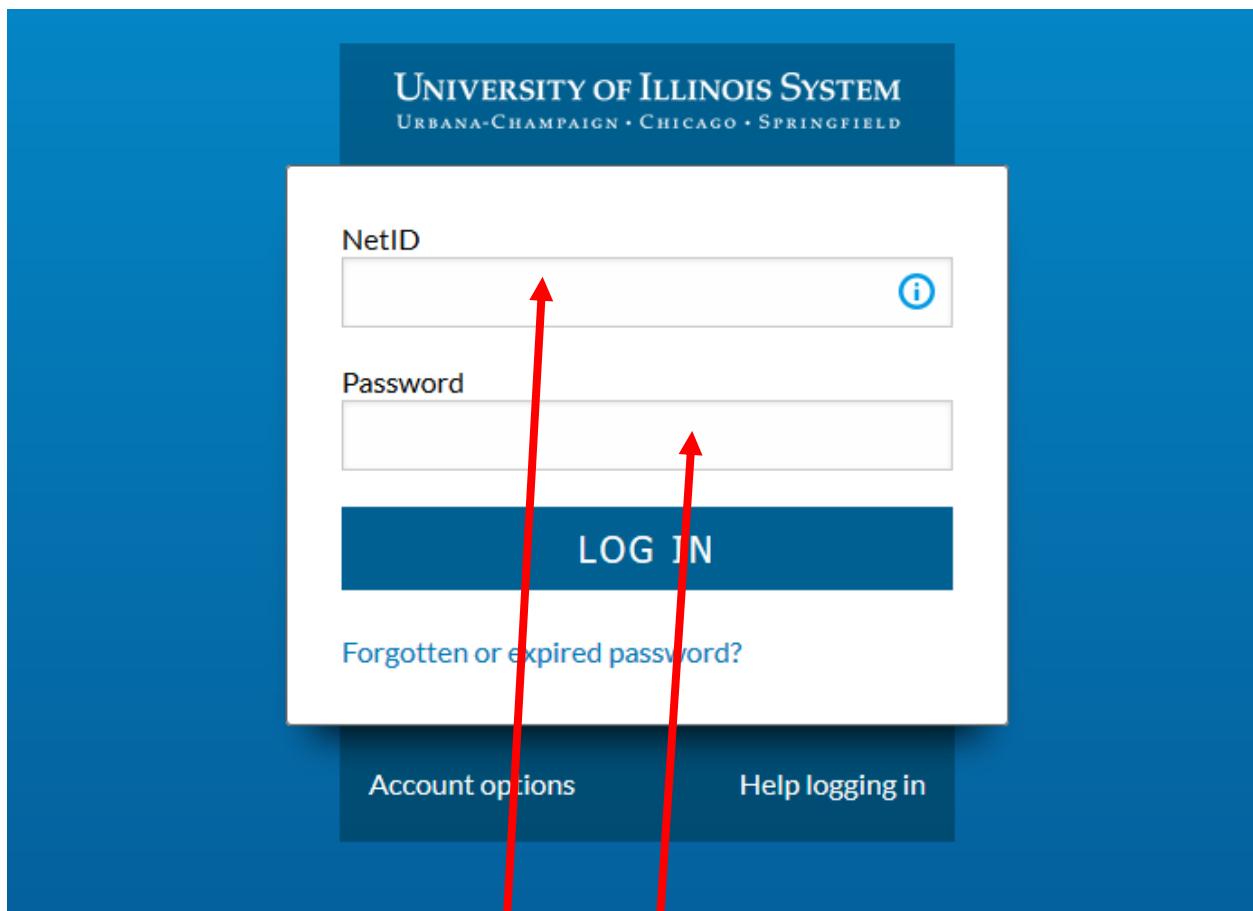


# Banner 9 Registration Permit - Override

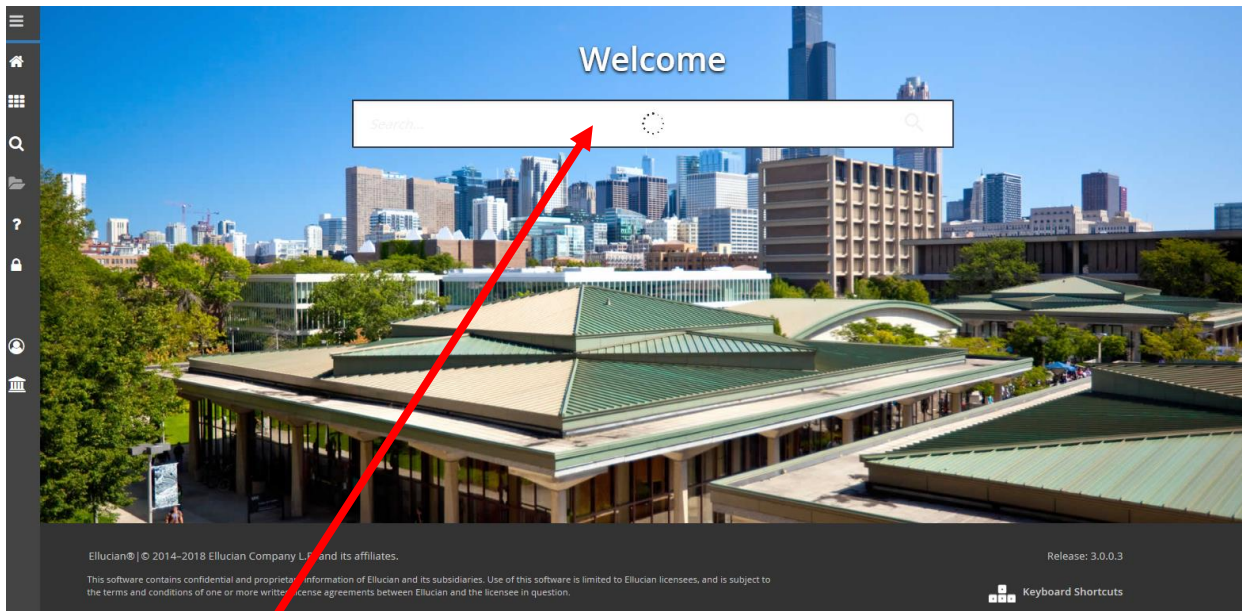
This document will cover registration permit overrides on SFASRPO in Banner 9.



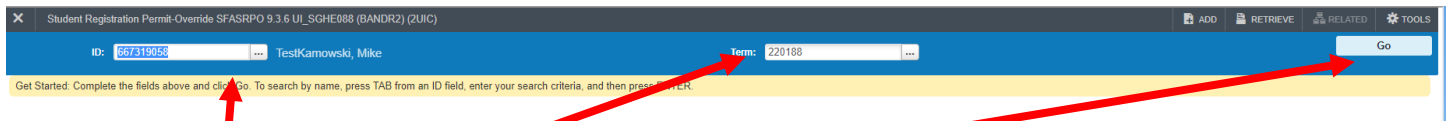
1. Log into Banner by entering in your NetID and Password:



The landing page will display



2. Enter SFASRPO in the Search box under Welcome.



3. Enter the UIN and Term and Click Go



Student Registration Permit-Override SFASRPO 9.3.6 UI\_SGHE088 (BANDRZ) (ZUIC)

ID: 667319058 TestKarmowski, Mike Term: 220188 Fall 2018 - Chicago

Query caused no records to be retrieved. Re-enter.

STUDENT PERMITS AND OVERRIDES

Permit *	Permit Description	CRN	Subject	Course Number	Section

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	

- If there are no records then the message “Query caused no records to be retrieved. Re-enter” will appear in the notification center.

Student Registration Permit-Override SFASRPO 9.3.6 UI\_SGHE088 (BANDRZ) (ZUIC)

ID: 667319058 TestKarmowski, Mike Term: 220188 Fall 2018 - Chicago

Start Over

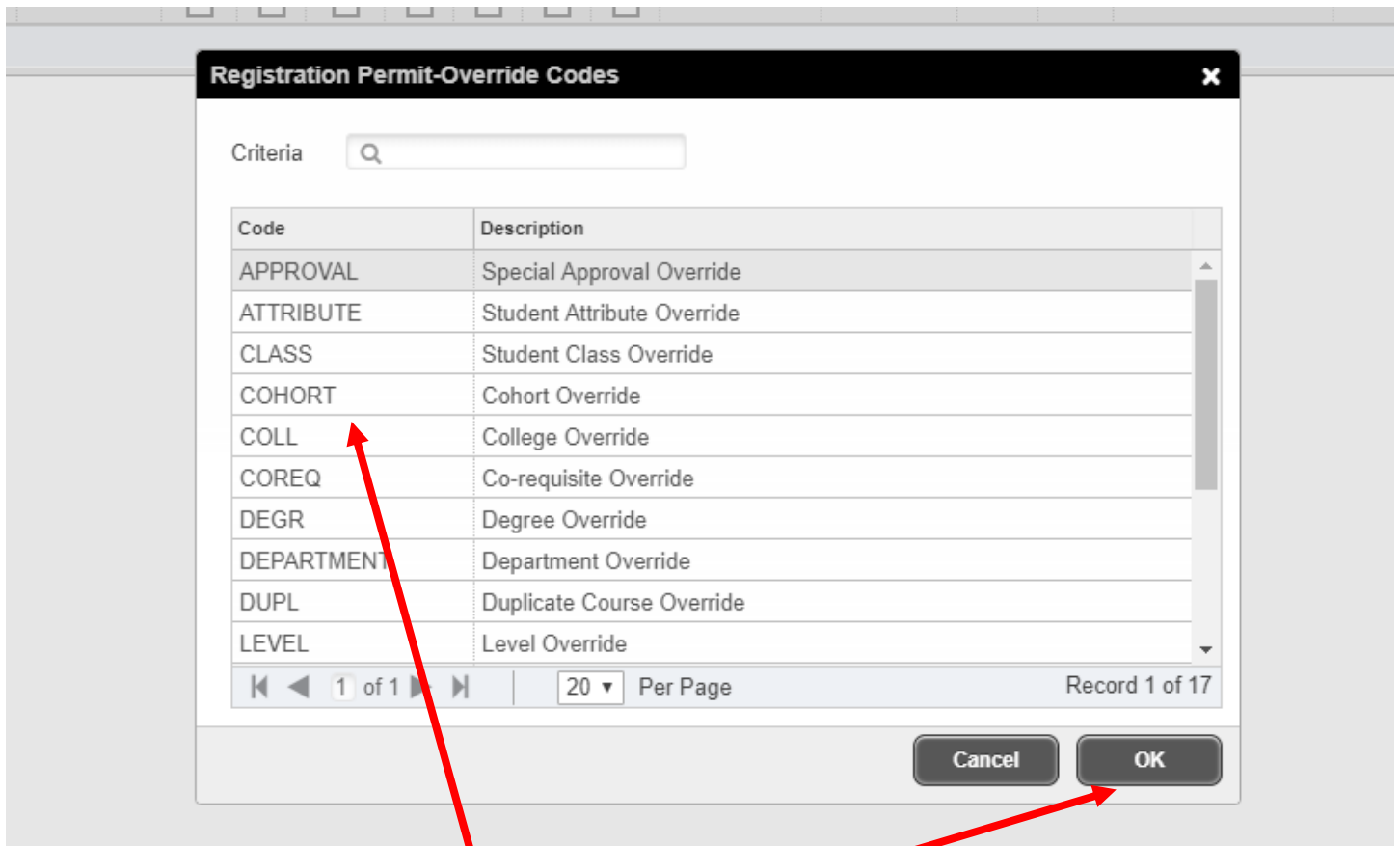
STUDENT PERMITS AND OVERRIDES

Permit *	Permit Description	CRN	Subject	Course Number	Section

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	

- Click in the Permit box or on select (...).



**Registration Permit-Override Codes**

Criteria

Code	Description
APPROVAL	Special Approval Override
ATTRIBUTE	Student Attribute Override
CLASS	Student Class Override
COHORT	Cohort Override
COLL	College Override
COREQ	Co-requisite Override
DEGR	Degree Override
DEPARTMENT	Department Override
DUPL	Duplicate Course Override
LEVEL	Level Override

Navigation: 1 of 1 | 20 Per Page | Record 1 of 17

Buttons: Cancel, OK

6. Using the list function, select the override and click OK.



Student Registration Permit-Override SFASRPO 9.3.6 UI\_SGHE088 (BANDR2) (ZUIC)

ID: 667319058 TestKamowski, Mike Term: 220188 Fall 2018 - Chicago Start Over

STUDENT PERMITS AND OVERRIDES

Permit *	Permit Description	CRN	Subject	Course Number	Section
COLL	College Override				

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	
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											

Activity Date 09/06/2018 12:00:00 AM SAVE

7. Enter CRN or tab to enter Subject and Course Number and click "Save". CRN is used to only set the override for a specific section. Subject and Course Number is used to allow a student to register for any section of that course.

Student Registration Permit-Override SFASRPO 9.3.6 UI\_SGHE088 (BANDR2) (ZUIC)

ID: 667319058 TestKamowski, Mike Term: 220188 Fall 2018 - Chicago Saved successfully (1 rows saved)

STUDENT PERMITS AND OVERRIDES

Permit *	Permit Description	CRN	Subject	Course Number	Section
COLL	College Override		ENGL	160	

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	
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											

8. If saved the message "Saved successfully (1 rows saved)" will appear in the notifications.



**Insert more than one override for a student.**

The screenshot shows the SFASRPO interface for a student. At the top, it displays the student ID (667319058), name (TestKamowski, Mike), term (220188), and campus (Fall 2018 - Chicago). Below this, there are two main sections: 'STUDENT PERMITS AND OVERRIDES' and 'STUDENT SCHEDULE'. The 'STUDENT PERMITS AND OVERRIDES' section contains a table with columns: Permit \*, Permit Description, CRN, Subject, Course Number, and Section. The first row shows 'COLL' for Permit, 'College Override' for Permit Description, 'ENGL' for Subject, and '160' for Course Number. The 'Section' column is empty. To the right of this table, there are buttons for 'Insert', 'Delete', 'Copy', and 'Filter'. A red arrow points to the 'Insert' button. Below the table, there are navigation controls: '1 of 1' and '5 Per Page'. The 'STUDENT SCHEDULE' section is partially visible below.

1. After accessing SFASRPO click on “Insert”

This screenshot shows the SFASRPO interface after the 'Insert' action. The 'STUDENT PERMITS AND OVERRIDES' table now has two rows. The first row is identical to the previous screenshot. The second row has 'COLL' in the Permit column and 'College Override' in the Permit Description column, but the CRN, Subject, and Course Number columns are empty. The 'Section' column is also empty. The 'Insert' button is still visible. At the bottom of the interface, there is a status bar with the text 'Activity Date: 09/06/2018 12:00:00 AM' and a 'SAVE' button highlighted with a red arrow.

2. Repeat Steps 5 through 7 and click “Save”

This screenshot shows the SFASRPO interface after the 'Save' action. A green notification banner at the top of the interface displays a checkmark icon and the text 'Saved successfully (1 rows saved)'. Below the notification, the 'STUDENT PERMITS AND OVERRIDES' table is visible, showing the same two rows as in the previous screenshot. The 'Insert' button is still present. A red arrow points to the notification banner.

3. If saved the message “Saved successfully (1 rows saved)” will appear in the notifications.