Override function is only available to Registration Overiders. *Department or college policy may further restrict or define allowable procedures.*

Primary INB screen is SFASRPO – the Student Registration Permit Override Form

- Permit field – select what you are overriding
- 3 ways to allow a student into the course
  - CRN – if you know the specific section, including CRN
  - Subject, Course, Section – same as above, without knowing CRN
  - Subject, Course – allows student to select his/her own section
- After changes are made, lower part of form displays student’s schedule
- Note: faculty has similar override authority in LoboWeb, but only for their own classes
Steps to perform Overrides

1. From the main menu type SFASRPO and press ENTER.
2. **Term:** Required. Type the appropriate term or double click to select.
3. **ID:** Required. Type the student’s Banner identification number.
4. Correct student found?
   a. If yes, continue.
   b. If not, go to UNM-100 or on-line Search help options.
5. Select “Next Block” and see a query display
6. **Permit Override Code:** Type the appropriate permit code or double click to select. Codes include:
   - CAP – Course Capacity
   - COREQ – Co-Requisite
   - PREREQ – Pre-Requisite
   - CAMPUS – Student Campus Restriction
   - CLASS – Student Classification
   - COLLEGE – Student College Restriction
   - DEGREE – Student Degree Restriction
   - MAJOR – Student Major Restriction
   - PROGRAM – Student Program Restriction
   - SPCAPP – Special Approval Restriction
   - TIME – Time Conflict
   - **PRECOCAP – All**

   To best take care of override issues first check the registration error in SFASTCA and then use the corresponding override for that error.

7. Enter **ONE** Of the following:
   a. **CRN:** restricts the override to a particular section of the course (typically used for CAP or TIME overrides).
   b. **Subject, Course, and Section:**
   c. **Subject and Course:** restricts the override to any section of the course (typically used for COLLEGE or PROGRAM overrides).

8. Select “Save.”
9. More overrides to enter?
   - If yes, return to step 1.
   - If not, select “Exit.”