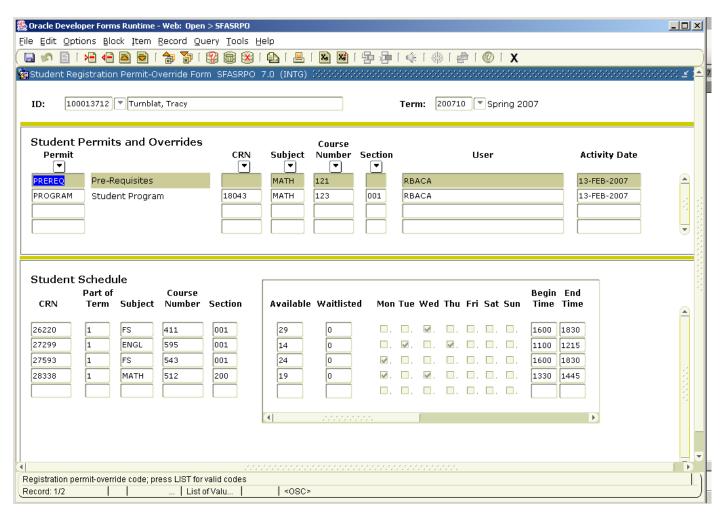
Registration Overrides – Department (STRG-103)

Override function is only available to Registration Overriders.

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 PRECOCAP – All COREQ - Co-Requisite To best take care of

PREREQ – Pre-Requisite

CAMPUS - Student Campus Re the registration error in

COLLEGE - Student College Re

override issues first check CLASS – Student Classification SFASTCA and then use the corresponding override for that error.

DEGREE – Student Degree Restriction

MAJOR – Student Major Restriction

PROGRAM – Student Program Restriction

SPCAPP – Special Approval Restriction

TIME – Time Conflict

- 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."