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
- o CRN – if you know the specific section, including CRN
- o Subject, Course, Section – same as above, without knowing CRN
- o 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 Re

   CLASS – Student Classification

   COLLEGE – Student College R

   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." ❌