

## Entering Overrides in Banner

Depending on the type of error, there are specific override codes that can be entered into the Banner form, SFASRPO - Student Registration Permit Override, or goPFW. A chart will provide guidance on which override code to use based on the error the student is experiencing.

It's important to note that entering an override should only be done if the student has received proper authorization to be enrolled in the section. The Registrar's Office cannot make that determination without input from the instructor, department, and/or advisor.

For any registration errors that do not have an override code, we will guide the student on how to resolve the issue on their own or whether they need to work with their advisor to determine the best course of action.

### Entering override codes into SFASRPO:

Use the ellipses or type in the appropriate override code. For example, let's use 'DPT-PERMIT – Department Permission'. Tab over to enter the CRN if the override is for a specific section. If the override is for any section for a specific course, tab over to enter the Subject and Course Number. Click "Save" at the lower right-hand side to save your change.

The screenshot displays the SFASRPO 9.3.27 (PROD) interface. The main window shows a table with columns for Permit, Permit Description, CRN, Subject, Course Number, and Section. A red arrow points from the 'DPT-PERMIT' entry in the table to a pop-up window titled 'Registration Permit-Override Codes'. This pop-up window contains a list of codes and descriptions, with 'DPT-PERMIT Department Permission' highlighted by a red box. The pop-up also includes a search criteria field, a list of codes, and 'Cancel' and 'OK' buttons at the bottom.

Code	Description
ATTRIBUTE	Attribute Restriction Override
CLASS	Class Restriction Override
CO-REQ	Co-requisite Override
COHORT	Cohort Restriction Override
COLLEGE	College Restriction Override
CONCENT	Concentration Override
DEGREE	Degree Restriction Override
DEPT	Department Restrict Override
DPT-PERMIT	Department Permission
DUP-CRSE	Duplicate Course
HONORS	Honors Permission
INST-PERMT	Instructor Permission
LEVEL	UG or GR Level Override
MAJOR	Major Restriction Override
MINOR	Minor Restriction Override
OVR-CNT	Overlapping Content Override
PRE-REQ	Pre-requisite Override
PROGRAM	Program Restriction Override
REPEAT	Repeat Limit Override
TIME-CNFLT	Time Conflict Override