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.