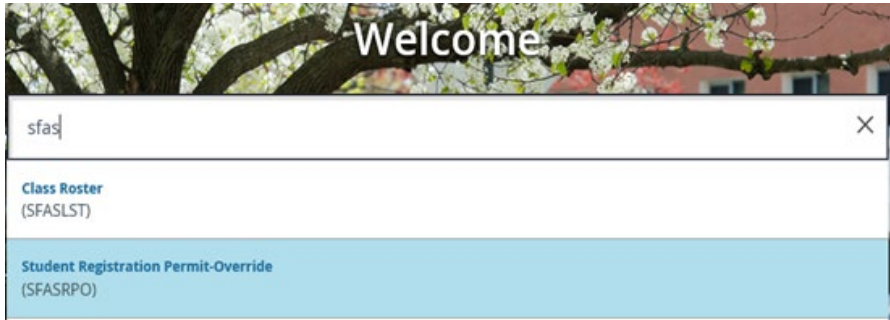


Banner: Permissions and Overrides

The Student Registration Permit-Override form is used to enter registration permissions and overrides for student registration exceptions.

Open the Page

Search by page name 'SFASRPO' or description and select Student Registration Permit-Override.



Find the Student

Enter the Student ID, enter Term, and click 'Go'.

A screenshot of the Banner search interface. The top bar is blue and contains the ellucian logo and navigation icons for ADD, RETRIEVE, RELATED, and TOOLS. Below the top bar, there are two input fields: "ID:" and "Term:". To the right of the "Term:" field is a "Go" button.

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

If you do not know the Student ID or Term click the ellipsis (...) to open the Person Search.

A screenshot of the Banner Person Search interface. The top bar is blue and contains the ellucian logo and navigation icons for ADD, RETRIEVE, RELATED, and TOOLS. Below the top bar, there is a "PERSON SEARCH" section with "Basic Filter" and "Advanced Filter" tabs. The "Basic Filter" section contains several input fields: "ID", "Last Name", "First Name", "Middle Name", and "Change Indicator". To the right of these fields is a dropdown menu labeled "Add Another Field ...". At the bottom right of the search section are "Clear All" and "Go" buttons.

- Please note: % is still the wildcard
- Enter search info and Click 'Go'
- Double-click the ID number of the record you want to select and click 'Go'

Enter the Permission Code

Enter the Permission code in the 'Permit' field.

If a permission already exists for the student, click '+ Insert' to add a new permission.

All full list of permission codes and a description of what they override are listed [here](#).

Banner: Permissions and Overrides

Enter the Section Information

Enter the CRN for section specific permission; *or*

Enter Subject and Course Number (if section is optional for the student).

STUDENT PERMITS AND OVERRIDES						+ Insert	- Delete	Copy	Filter
Permit *	Permit Description	CRN	Subject	Course Number	Section				
CLASS	Class Override FR, SO, JR, SR	11774	HIS	100	01				

1 of 1 Record 1 of 1

Save

Click Save and a confirmation message will display; to close the message click the gold number.

A screenshot of a software interface showing a confirmation message. At the top, there is a blue navigation bar with icons for ADD, RETRIEVE, RELATED, TOOLS, and a gold box with the number 1. Below this, a green message box with a checkmark icon says "Saved successfully (1 rows saved)". At the bottom, there is a grey bar with icons for Insert, Delete, Copy, and Filter.

Student Registration

When a student is granted a TIME or CLOSED section override they must skip 'Build Schedule' (the planner only looks for conflict free and open seats for planning purposes) and when registration opens the student must go directly to 'Current Schedule' to add the CRN as shown below. This registration process will allow them to register for a class with an override directly.

A screenshot of a dark blue navigation bar. It contains several menu items: "Build Schedule", "Registration Cart (0)", "Current Schedule (0)", "Help", and "Sign out".

A screenshot of a registration prompt box. The text reads: "You haven't registered for any Spring 2023 classes yet. Start Building a Schedule Now". Below this, it says: "Find courses you wish to take for the upcoming term and block out times you don't want classes." There is a blue button labeled "Build Current Schedule". Below that, the word "OR" is centered. There is a text input field labeled "Enter CRN" and a grey button labeled "Register". At the bottom, it says: "Add "*" comma for multiple adds (e.g., 1234, 1200)".