

# Override Procedure

## Procedures for ALL STAFF

**Step 1)** In Banner, type **SFASRPO** in Go To Field. Press Enter.



General Menu Form GUAGMNU 8.3.0.5 (UWGP) - Tuesday, March 29, 2011 - Last login Tuesday, March 29, 2011 08:41:07 AM

Go To... SFASRPO Welcome, Jonathan Brown. Products: Menu | Site Map | Help Center

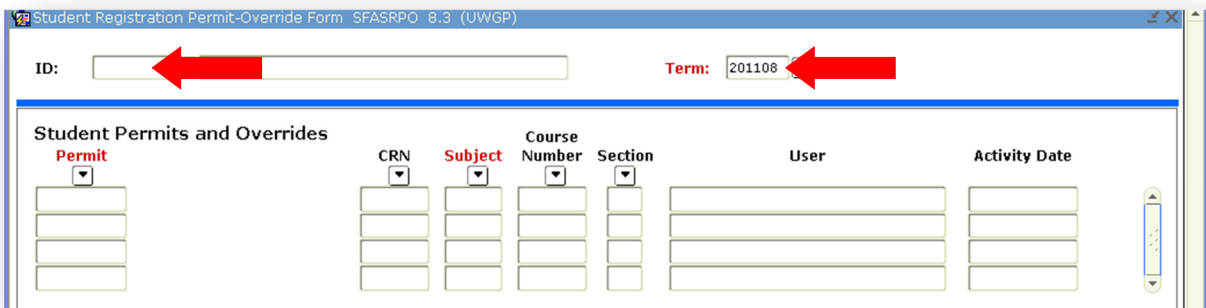
My Banner

- Schedule Form [ZSASECT]
- E-mail Address Form [GOAEMAL]

My Links

[Change Banner Password](#)

**Step 2)** Enter Student's 917 # and Term. Press Page Down key.



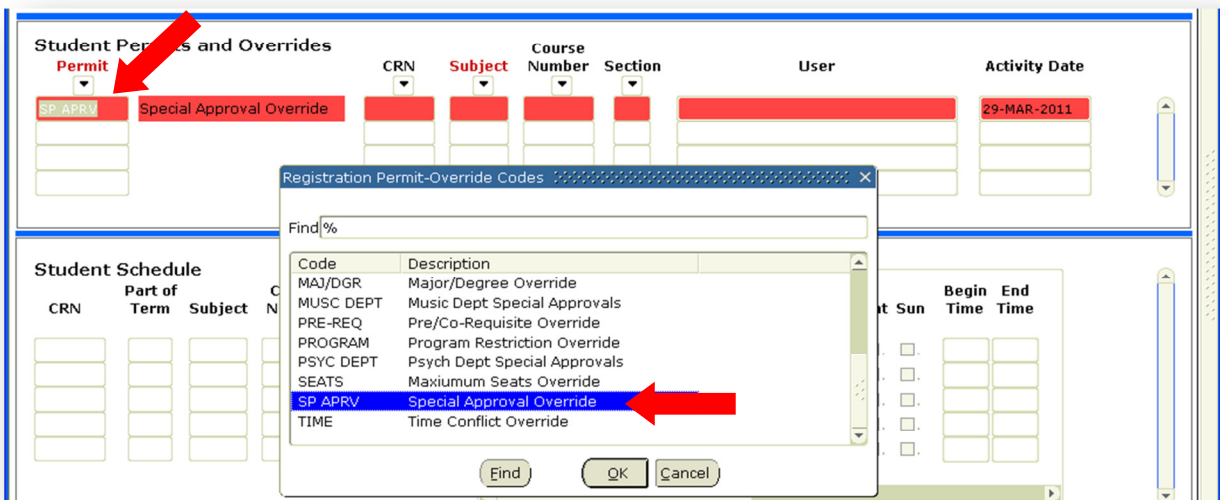
Student Registration Permit-Override Form SFASRPO 8.3 (UWGP)

ID: Term: 201108

Student Permits and Overrides

Permit	CRN	Subject	Course Number	Section	User	Activity Date

**Step 3)** Select specific override from Drop Down menu.



Student Permits and Overrides

Permit	CRN	Subject	Course Number	Section	User	Activity Date
SP APRV Special Approval Override						29-MAR-2011

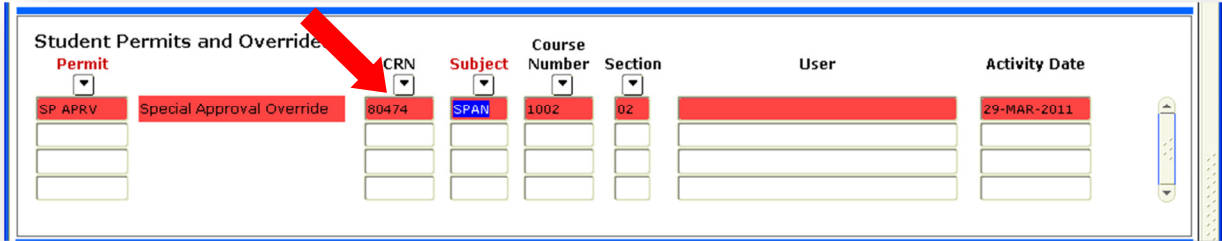
Student Schedule

CRN	Part of	Term	Subject	N	Begin Time	End Time

Registration Permit-Override Codes

Code	Description
MAJ/DGR	Major/Degree Override
MUSC DEPT	Music Dept Special Approvals
PRE-REQ	Pre/Co-Requisite Override
PROGRAM	Program Restriction Override
PSYC DEPT	Psych Dept Special Approvals
SEATS	Maximum Seats Override
SP APRV	Special Approval Override
TIME	Time Conflict Override

**Step 4)** Enter the CRN of the course.



Permit		CRN	Subject	Course Number	Section	User	Activity Date
SP APRV	Special Approval Override	80474	SPAN	1002	02		29-MAR-2011

**Step 5)** Press F3 to save. Press Shift-F4 to enter another override or F4 to exit.