REGISTRATION OVERRIDES USING SFASRPO

1. Log in to "Banner 9" at https://banner.uidaho.edu.
2. Go to SFASRPO.
3. **ID** and **Term**: Enter the student's *V* number and the *Term* for the override; click the **Go** button.
4. If there are overrides on the record, navigate to a new blank line using the down arrow (↓).
5. Enter the override code (see chart below) in the **Permit** field (description will autofill when tab).
6. Tab to the CRN field and enter the 5-digit CRN for the class. Subject, Course Number, and Section will autofill.
7. Click the **SAVE** button (or click F10).

The student's current schedule is displayed below the overrides that have been granted.

On SFASRPO, overrides may be granted:
- for every section in a course, by leaving the CRN field blank and filling in only Subject and Course Number,
- **or** for a specific section (one CRN) for the requested class.

Examples:

OVERRIDE CODES

Override Code	Overrides which limits	Notes
ALL	Overrides all restrictions except TIME	Will over enroll classes and bypass students on wait list.
CLASS	Overrides class restriction (Fr, So, Jr, Sr standing)	Freshmen are restricted from upper-division classes.
COHORT	Overrides cohort restriction	Primarily used for classes that require enrollment in Honors Program or special programs.
COREQ	Override missing corequisite	Allow registration without co-requisite class.
ENROLLMENT	Override class enrollment max	Will over enroll classes and bypass students on wait list.
LEVEL	Override level (undergraduate, graduate, law)	Allow registration outside of required level.
MAJOR	Override major restriction	Allow registration outside of required major.
PERMISSION	Grant instructor/department permission to enroll	By itself, will only grant permission, not over enroll class, nor override prerequisites.
PREREQ	Override missing prerequisite	Allow registration without prerequisite.
TIME	Override time conflict	Allow registration is overlapping classes. **Must be granted separately from other overrides.**
WAITLIST	Override class enrollment max to allow waitlisted student to register	Will over enroll classes and bypass other waitlisted students. **Student must register self after override granted.**