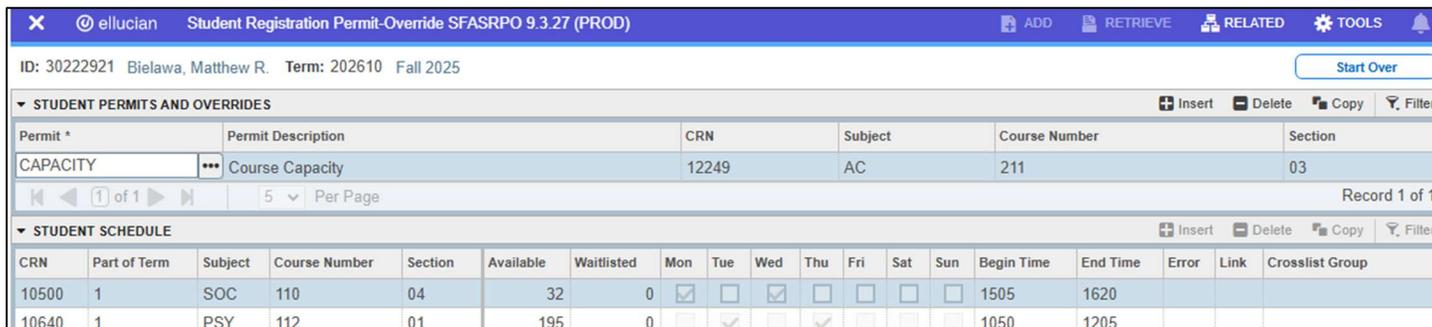


Student Registration Overrides in Banner

Student Registration Permit Override Form - SFASRPO

The SFASRPO Student Registration Permit Override form grants permission and overrides to registration rules such as pre-requisites, course capacity limits, or student schedule time conflicts.

Granting an override does not register a student. Instead, it allows students to bypass registration errors after the override is entered.



Permit *	Permit Description	CRN	Subject	Course Number	Section
CAPACITY	*** Course Capacity	12249	AC	211	03

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Error	Link	Crosslist Group
10500	1	SOC	110	04	32	0	☑	☐	☑	☐	☐	☐	☐	1505	1620			
10640	1	PSY	112	01	195	0	☐	☑	☐	☑	☐	☐	☐	1050	1205			

View and/or Add an Override

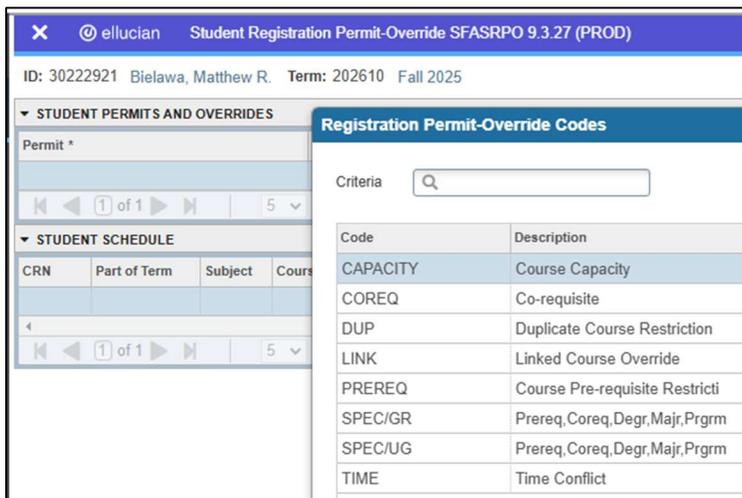
1. Access SFASRPO
2. In the ID field, enter the student's 8-digit ID number. To search, press the Tab key to view the name field and enter the person's name in last name, first name order.
3. Enter the associated registration term code for the override (ex: 202610 for Fall 2025).
4. Click the Go button.

5. Any previously entered overrides for the registration term will appear in the Student Permit and Overrides section.

To add a new override, double click in the first blank row of the Permit column. If necessary, click the Insert button to add a new row.

6. From the pop-up box, select the type of override (see chart on pg. 2) you wish to assign to the student. Click OK.
7. On the Student Permits and Overrides section enter:
 - a. **CRN (optional)**
 - b. **Course Subject**
 - c. **Course Number**

8. Click Save.
9. Notify the student to proceed with web registration. The student will bypass any registration errors that have a corresponding override on SFASRPO.



Code	Description
CAPACITY	Course Capacity
COREQ	Co-requisite
DUP	Duplicate Course Restriction
LINK	Linked Course Override
PREREQ	Course Pre-requisite Restricti
SPEC/GR	Prereq,Coreq,Degr,Majr,Prgm
SPEC/UG	Prereq,Coreq,Degr,Majr,Prgm
TIME	Time Conflict

Note: Additional overrides can be added by clicking the Insert button.

Override Types

Override Code & Description	Summary
CAPACITY – Course Capacity	Allows registration when a course section is full/closed.
COREQ – Course Co-Requisite	Allows registration without a required co-requisite course.
DUP – Duplicate Course	Allows registration in two of the same courses in the same semester (ex: special topic CRNs)
LINK – Linked Course	Allows registration without a required linked course.
PREREQ – Course Pre-Requisite	Allows registration without a required pre-requisite course.
SPEC/GR – Multiple	Graduate Students: Allows registration without a student meeting multiple requirements (<i>Pre-req, Co-req, School/College, Program/Major/Minor, Class, Attribute, Class & Special Approval</i>)
SPEC/UG - Multiple	Undergraduate Students: Allows registration without a student meeting multiple requirements (<i>Pre-req, Co-req, School/College, Program/Major/Minor, Class, Attribute, Class & Special Approval</i>)
TIME – Time Conflict	Allows registration when the meeting times of one CRN overlap with another CRN on the student’s schedule.

Override Guidelines

- Never use the **CAPACITY** Override for any course section with a Waitlist. For these course sections, the waitlist is the only mechanism for a student to register for a closed course section.
- Never use the **CAPACITY** Override to allow more students to register than the total seating capacity in classroom. Consult with the Office of the Registrar to confirm classroom seating capacity.
- Departmental procedures for overrides must be followed. Typically, a Department Chair, or their designee, must approve an override before it is entered in Banner. Consult with your Department Chair if there are questions.

Banner Access Request

Access to add overrides to the Student Registration Permit Override form (SFASRPO) is generally granted to Department Chairs, Department Secretaries, Dean’s Offices and Advising Centers.

To request access to add overrides on SFASRPO, users must submit a Banner Access Request form to IT that specifically includes a request for Course Overrides. Access request forms must be approved by and employee’s supervisor and the Registrar.

Access the Banner Account form: <https://www.ccsu.edu/it/it-account-request-forms>