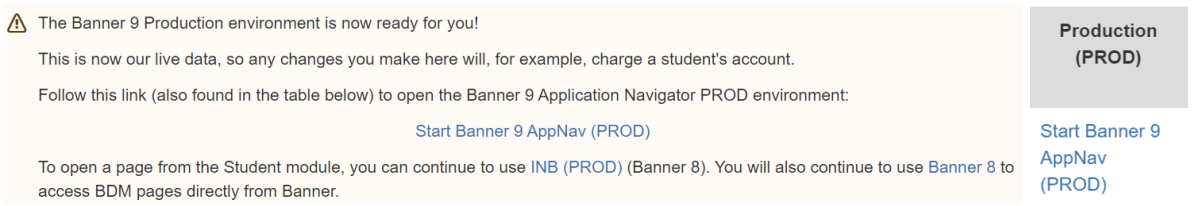
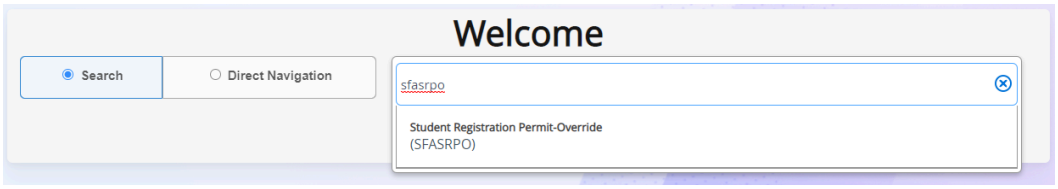
Registration Overrides in Banner

Chairs/program directors have access to enter overrides for any student. Chairs and program directors should ensure they are only entering overrides for classes in their departments. If a student needs an override in a different department, the student should contact the instructor of the course first, then if needed, the chair or program director.

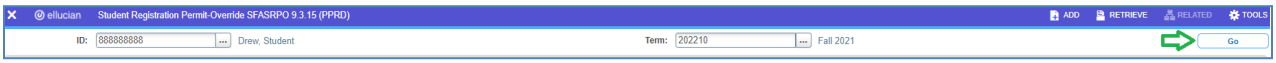
1. Go to Banner.drew.edu in a browser tab (preferably Chrome or Firefox).
    a. Select *Start Banner 9 AppNav (PROD)* from either the yellow box or scroll down and select it from the upper-right hand box of the chart under the *Production (PROD)* column.



2. Type "SFASRPO" in the search box on the *Welcome* screen and click the "Student Registration Permit-Override" box that displays below.



3. Enter the student ID and term code for registration and click "Go."

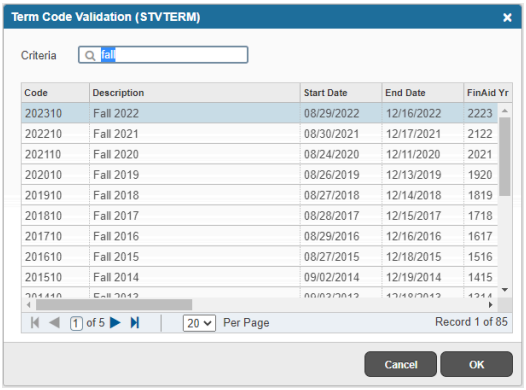


    a. If you do not know the term code, click the … next to the *Term:* box.

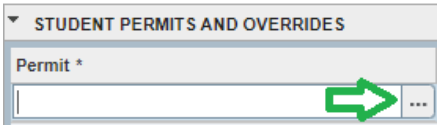


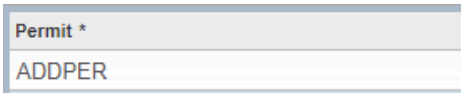
        i. Type either the year or "Fall," "Spring," or "Summer," select the appropriate code and click "OK."

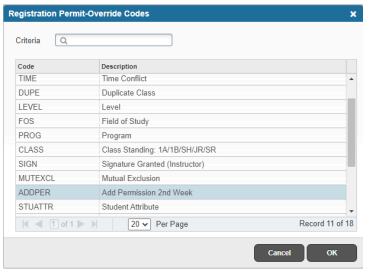
        ii. Then click "Go." 



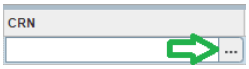
4. Either enter the appropriate override in the *Permit* box or click the … button in the *Permit* box to search.

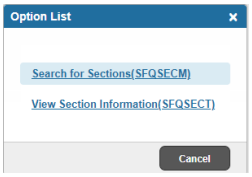




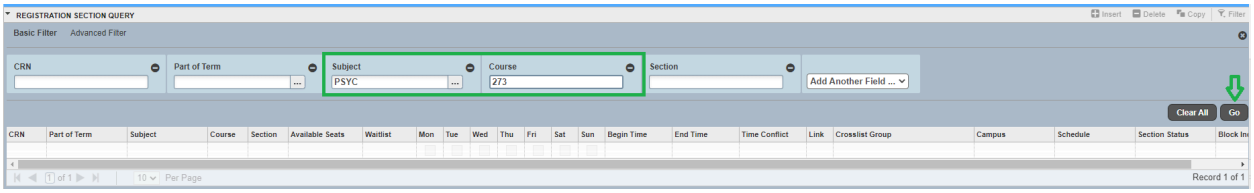


5. If you want to restrict the student to only register for a specific section of a class, enter the CRN. Or you can enter in the Subject and Course number of the course which would allow the student to register for ANY section of the course in the term.
   a. Searching for CRN:
      i. Click the … button in the *CRN* box. and select *Search for Sections*.

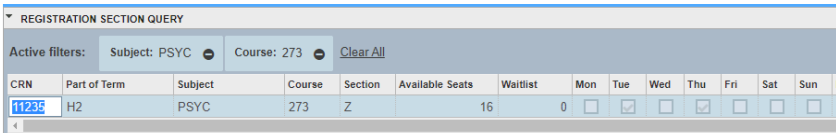




      ii. Enter in the *Subject* and *Course* number and click "Go."

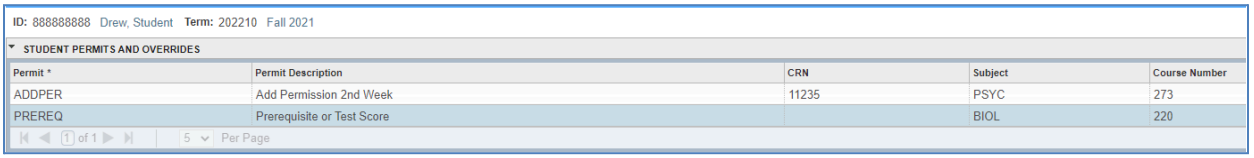


      iii. Double click in the CRN box of the section you want to add the override or click to highlight the line and click *SELECT* from the lower right-hand corner.

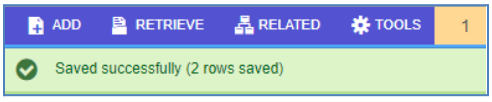




6. Once all overrides are entered, click "Save" (the F5 button from a keyboard or the *SAVE* button in the lower right-hand corner). SAVE



   a. You will see a "Saved successfully" message in the upper right-hand corner.



   b. Click the yellow box above the message then click the *Start Over* button to enter an override for another student or exit out of the browser if you are finished.

