

*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.

The Banner 9 Production environment is now ready for you!

This is now our live data, so any changes you make here will, for example, charge a student's account.

Follow this link (also found in the table below) to open the Banner 9 Application Navigator PROD environment:

[Start Banner 9 AppNav \(PROD\)](#)

To open a page from the Student module, you can continue to use **INB (PROD)** (Banner 8). You will also continue to use **Banner 8** to access BDM pages directly from Banner.

**Production (PROD)**

[Start Banner 9 AppNav \(PROD\)](#)

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

### Welcome

☒ Search
 ☐ Direct Navigation

Student Registration Permit-Override (SFASRPO)

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

@ elucian Student Registration Permit-Override SFASRPO 9.3.15 (PPRD)
ADD RETRIEVE RELATED TOOLS

ID:  Drew, Student

Term:  Fall 2021

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

@ elucian Student Registration Permit-Override SFASRPO 9.3.15 (PPRD)

ID:  Drew, Student

Term:

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

- ii. Then click “Go.”

Criteria

Code	Description	Start Date	End Date	FinAid Yr
202310	Fall 2022	08/29/2022	12/16/2022	2223
202210	Fall 2021	08/30/2021	12/17/2021	2122
202110	Fall 2020	08/24/2020	12/11/2020	2021
202010	Fall 2019	08/26/2019	12/13/2019	1920
201910	Fall 2018	08/27/2018	12/14/2018	1819
201810	Fall 2017	08/28/2017	12/15/2017	1718
201710	Fall 2016	08/29/2016	12/16/2016	1617
201610	Fall 2015	08/27/2015	12/18/2015	1516
201510	Fall 2014	09/02/2014	12/19/2014	1415
201410	Fall 2013	08/27/2013	12/18/2013	1314

1 of 5
20 Per Page
Record 1 of 85

## Registration Overrides in Banner (Chairs)

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

**STUDENT PERMITS AND OVERRIDES**

Permit \*

ADDPER

**Registration Permit-Override Codes**

Criteria

Code	Description
TIME	Time Conflict
DUPE	Duplicate Class
LEVEL	Level
FOS	Field of Study
PROG	Program
CLASS	Class Standing: 1A/1B/SH/JR/SR
SIGN	Signature Granted (Instructor)
MUTEXCL	Mutual Exclusion
ADDPER	Add Permission 2nd Week
STUATTR	Student Attribute

Record 11 of 18

Cancel OK

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*.

CRN

ADD

**Option List**

Search for Sections(SFQSECM)

View Section Information(SFQSECT)

Cancel

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

**REGISTRATION SECTION QUERY**

Basic Filter Advanced Filter

CRN Part of Term Subject Course Section Add Another Field ...

PSYC 273

Clear All Go

CRN	Part of Term	Subject	Course	Section	Available Seats	Waitlist	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Time Conflict	Link	Crosslist Group	Campus	Schedule	Section Status	Block In
11235	H2	PSYC	273	Z	16	0																

Record 1 of 1

- 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.

**REGISTRATION SECTION QUERY**

Active filters: Subject: PSYC Course: 273 Clear All

CRN	Part of Term	Subject	Course	Section	Available Seats	Waitlist	Mon	Tue	Wed	Thu	Fri	Sat	Sun
11235	H2	PSYC	273	Z	16	0							

**SELECT**

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

ID: 88688888 Drew, Student Term: 202210 Fall 2021

**STUDENT PERMITS AND OVERRIDES**

Permit *	Permit Description	CRN	Subject	Course Number
ADDPER	Add Permission 2nd Week	11235	PSYC	273
PREREQ	Prerequisite or Test Score		BIOL	220

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

ADD RETRIEVE RELATED TOOLS 1

✓ Saved successfully (2 rows saved)

- 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.

Start Over