# Table of Contents

**BANNER REGISTRATION OVERRIDES**

- SFASRPO – STUDENT REGISTRATION PERMIT-OVERRIDE FORM ........................................ 2
- Entering a Registration Override .................................................................................. 2
- Searching for CRN ........................................................................................................... 4

**BANNER ALTERNATE PINs**

- SPAAPIN – ALTERNATE PERSONAL IDENTIFICATION NUMBER FORM .................. 5
Banner Registration Overrides

SFASRPO – Student Registration Permit-Override Form
The Student Registration Permit-Override form, shown below, is used to enter and track registration overrides for a student. After entering and saving a registration override on this form, you should direct the student to go to Central Pipeline and register for the course. The use of this form to override registration also eliminates the need to complete the paper-based registration override form.

Registration Overrides
1. Access the SFASRPO form.
2. In the Term field, enter the advising Term code or click on the Search button (the down arrow) next to the Term field to select the advising term.
3. In the ID field, enter the 8-digit ID number or tab to the next field and enter the person’s Name (in last name, first name order), shown in previous diagram.
   a. If there is only one match on the ID or name you entered, both fields in the Key Block will be filled in.
   b. If there are multiple matches on the Name you entered (there usually will not be multiple matches on an ID number), then the Extended Search window will open.
      i. Click on the down arrow next to Search Results, and then click on the Name you are looking for. This will fill in the Key Block with the ID number and Name.
4. Perform a Next Block function to access the Student Permits/Overrides section of the form.

Entering a Registration Override
1. Click on the Search button (the down arrow) under Permit to open the List-of-Values (LOV).
2. From the List-of-Values (LOV) pop-up box, double-click the appropriate **override code**:
   a. **CAPACITY** – Used to override registration if the course capacity limit has been reached.
   b. **SPEC/GR** – Used to override registration for a Graduate student for any of the following reasons: Degree, Major or Prerequisite
   c. **SPEC/UG** – Used to override registration for an Undergraduate student for any of the following reasons: Class, Degree, Major, Prerequisite
   d. **TIME** – Used to override registration if there is a time conflict with another course on the student’s schedule. Both instructors must be aware of the situation and have given their approval.

   **NOTE:** Only the four codes listed above are used to override registration – please do not use any of the other codes in the list.

3. In the CRN field, enter the Course Reference Number (CRN) for the course you are overriding. The Subject and Course fields will fill in automatically. If you do know the CRN, refer to Searching for a CRN on Page 5.
   a. **Alternate procedures for overriding a prerequisite:** When overriding a prerequisite, you can leave the CRN field blank and enter only the Subject and Course fields – this will allow the student to register for any open section (CRN) for that course. To use this alternate procedure:
      i. Enter SPEC/UG or SPEC/GR in the Permit field.
      ii. Leave the CRN field blank.
      iii. Enter Subject in the Subject field (i.e. MATH).
      iv. Enter the COURSE NUMBER in the Course Number field (i.e. 115 to override a MATH 115 prerequisite).

4. If you are overriding a single course for more than one reason, go to the next blank line under the Permit column and follow the above steps to enter the next reason, using the same CRN.
   a. If you are overriding multiple courses, go to the next blank line under the Permit column and follow the above steps to enter the override information for the next course (CRN). If you need to enter more than 3 overrides, click on the Record menu, then Insert to add additional override lines.

5. After entering the registration override information, perform a **Save** function. The student can now go to Central Pipeline and register for the course(s). The use of this form also eliminates the need to complete the paper override form for the Registrar’s office because all of the override information, along with who entered it, will be stored in Banner.
NOTE: It is imperative that individuals enter overrides only for those areas for which they are responsible.

Example of a Completed Student Permits/Overrides Entry:

Searching for CRN
To search for a CRN from the SFASPRO form:

1. While your cursor is in the CRN field, click on the Search button (the down arrow) under CRN.
2. At the Option List pop-up screen, click on Search for Sections (SFQSECM).
3. On the SFQSECM form (Registration Query Form), enter your search criteria:
   a. In the Subject field, either enter the Subject code or click on the Search button (the down arrow) under Subject to select a subject.
      i. To view all courses for that Subject, perform an Execute Query function. (F8 is the shortcut key to execute a query.)
   b. To view a specific course or section number, enter the information in the Course field and/or Section field, then perform an Execute Query function (F8 is the shortcut key to execute a query).
      i. If you do not know the entire Course or Section number, you can use a wildcard (the % symbol) to search on partial numbers. For example, you can enter 5% in the Course field to find all course numbers that start with the number 5, then perform an Execute Query function (F8 is the shortcut key to execute a query).
4. When you locate the class you are searching for, double-click the CRN to return to the SFASRPO form and the CRN, Subject and Course fields will fill in automatically.
Banner 8 Registration Overrides & Retrieval of Alternate PINs

Banner Alternate PINs

SPAAPIN – Alternate Personal Identification Number form
The Alternate Personal Identification Number Form, shown below, is used to store a student’s Alternate PIN, which is needed for registration.

To find an Alternate PIN:
1. Access the SPAAPIN form.
2. In the Term field, enter the advising Term code or click on the Search button (the down arrow) next to the Term field to select the advising term.
3. In the ID field, enter the 8-digit ID number or tab to the next field and enter the person’s Name (in last name, first name order).
   a. If there is only one match on the ID or name you entered, both fields in the Key Block will be filled in.
   b. If there are multiple matches on the Name you entered (there usually will not be multiple matches on an ID number), then the Extended Search window will open. Click on the down arrow next to Search Results, and then click on the Name you are looking for. This will fill in the Key Block with the ID number and Name.
4. Perform a Next Block function to view the student’s Alternate PIN.