



Banner Registration Overrides and Retrieval of Alternate PINs

Table of Contents

BANNER REGISTRATION OVERRIDES 1

 SFASRPO – STUDENT REGISTRATION PERMIT-OVERRIDE FORM 1

Entering a Registration Override 2

Searching for CRN 3

BANNER ALTERNATE PINS..... 5

 SPAAPIN – ALTERNATE PERSONAL IDENTIFICATION NUMBER FORM 5

Banner Registration Overrides and Alternate PINs Instructions

Banner Registration Overrides

SFASRPO – Student Registration Permit-Override Form

The Student Registration Permit-Override form 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 CentralPipeline 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.

To enter a registration override:

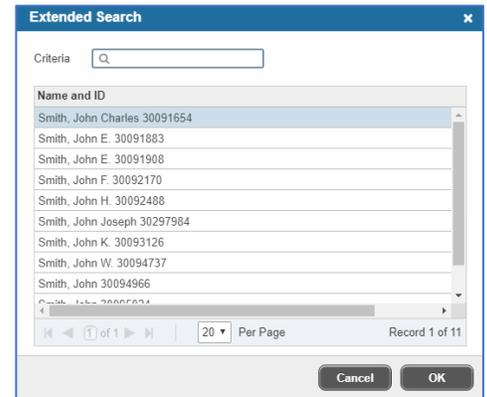
1. In the ID field, enter the 8-digit ID number or press the Tab key to view the name field and enter the person's name (in last name, first name order)

- If there is only one match on the ID or name you entered, both fields in the Key Block will be filled in

Banner Registration Overrides and Alternate PINs Instructions

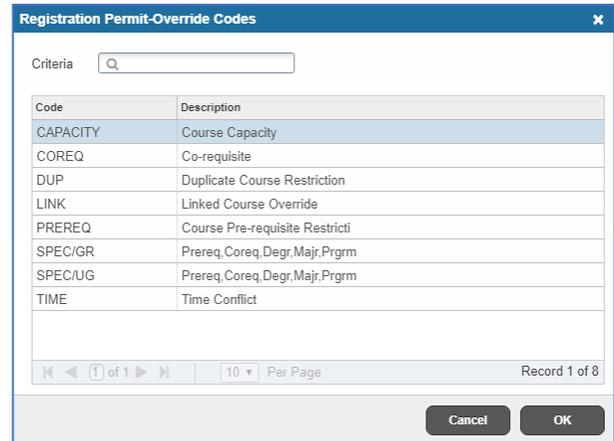
- If there are multiple matches on the Name you entered (there usually will not be multiple matches on an ID number), then the ID and Name Extended Search window will open.
 - Click on Press to See Search Results, then click on the Name you are looking for and click on OK. This will fill in the Key Block with the ID number and Name.
2. Enter the Term code or click on the Search button (the ellipsis ...) next to Term to select the term.
 3. Click on Go to view any existing overrides and current schedule.

Term: ...



Entering a Registration Override

1. Click on the Search button (the ellipsis ...) under Permit to open list of codes.
2. From the list, double-click the appropriate override code:
 - CAPACITY – Used to override registration if the course capacity limit has been reached.
 - SPEC/GR – Used to override registration for a Graduate student for any of the following reasons: Degree, Major or Prerequisite
 - SPEC/UG – Used to override registration for an Undergraduate student for any of the following reasons: Class, Degree, Major, Prerequisite
 - 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.



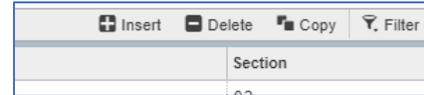
**Note: Only the four codes listed above are used to override registration – please do not use any of the other codes in the list.*

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 not know the CRN, refer to Searching for a CRN on Page 12. 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:
 - Enter SPEC/UG or SPEC/GR in the Permit field

Banner Registration Overrides and Alternate PINs

Instructions

- Leave the CRN field blank
 - Enter Subject in the Subject field (i.e. MATH)
 - Enter the COURSE NUMBER in the Crse field (i.e. 115 to override a MATH 115 prerequisite)
4. If you need to additional overrides, click on the Insert button to add additional override lines.



5. After entering the registration override information, click on Save (bottom-right of screen or press F10). The student can now go to CentralPipeline 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. It is imperative that individuals enter overrides only for those areas for which they are responsible.

Example of a Completed Student Permits/Overrides Entry:

Permit *	Permit Description	CRN	Subject	Course Number	Section
SPEC/UG	Prereq,Coreq,Degr,Majr,Pgrm	12385	MIS	201	

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 ellipsis ...) next to CRN

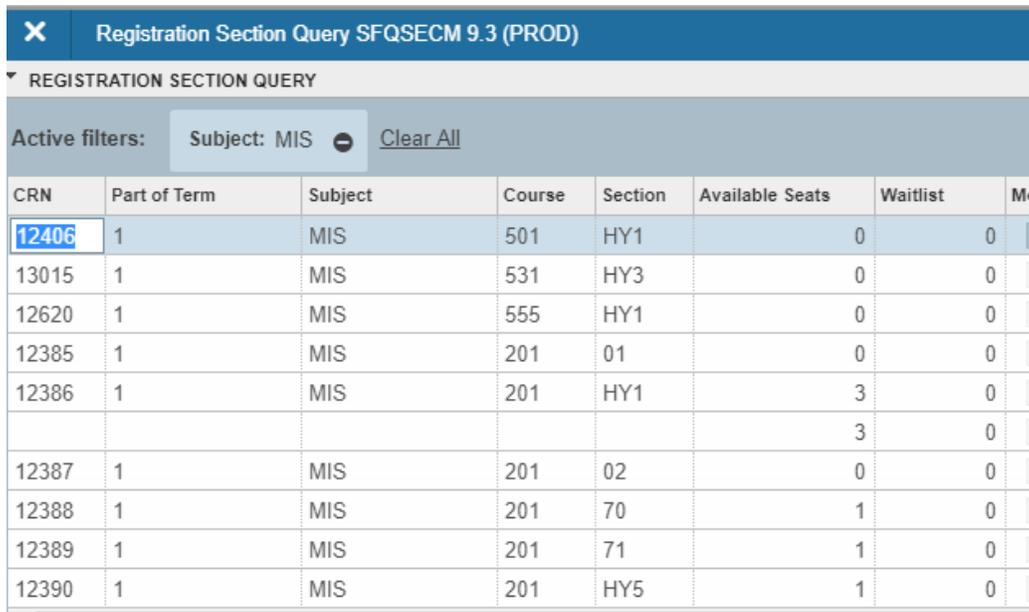
2. At the Option List pop-up screen, click on Search for Sections (SFQSECM)

3. On the SFQSECM form (Registration Query Form), enter your search criteria:
- In the Subject field, either enter the Subject code or click on the Search button (the ellipsis ...) next to Subject to select a subject
 - To view all courses for that Subject, click on the Go button or press F8 to perform an Execute Query function

Banner Registration Overrides and Alternate PINs

Instructions

- To view a specific course or section number, enter the information in the Course field and/or Section field, then click on the Go button or press F8 to perform an Execute Query function. 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.



CRN	Part of Term	Subject	Course	Section	Available Seats	Waitlist	Mo
12406	1	MIS	501	HY1	0	0	
13015	1	MIS	531	HY3	0	0	
12620	1	MIS	555	HY1	0	0	
12385	1	MIS	201	01	0	0	S
12386	1	MIS	201	HY1	3	0	S
					3	0	
12387	1	MIS	201	02	0	0	S
12388	1	MIS	201	70	1	0	
12389	1	MIS	201	71	1	0	
12390	1	MIS	201	HY5	1	0	S

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 Registration Overrides and Alternate PINs Instructions

Banner Alternate PINs

SPAAPIN – Alternate Personal Identification Number form

The Alternate Personal Identification Number Form is used to store a student's Alternate PIN, which is needed for registration.

Term Code *	Process Name *	Alternate PIN *
201910	TREG	667885

To view data on this form, enter the following information in the Key Block:

1. Enter the advising Term code or click on the Search button (the ellipsis ...) next to Term to select the advising term (i.e. the current term is Fall 2018, but we are doing advising for Spring 2019, so you want to enter the code for Spring 2019).
2. In the ID field, enter the 8-digit ID number or press the Tab key to view the name field and enter the person's name (in last name, first name order)

Term: ...

From Term: ... ID: ...

- If there is only one match on the ID or name you entered, both fields in the Key Block will be filled in

ID and Name Extended Search

Search Detail

Person/Non-Person Count 11

Reduce Search By

Group Type Person Non-Person Both Name Type ...

City

State or Province ... Birth Date

ZIP or Postal Code ... Gender

Press Enter Query or select button to clear search.

Enter search criteria then press Execute Query or select button to reduce search.

Banner Registration Overrides and Alternate PINs Instructions

- If there are multiple matches on the Name you entered (there usually will not be multiple matches on an ID number), then the ID and Name Extended Search window will open.
 - Click on Press to See Search Results, then click on the Name you are looking for and click on OK. This will fill in the Key Block with the ID number and Name.
3. Click on Go to view the Alternate Personal Identification Number section.

