Banner 9 Central Connecticut State University



Banner Registration Overrides and Retrieval of Alternate PINs

InformationTechnology @ CCSU Call: IT Help Desk at 860-832-1720 Email: <u>techsupport@ccsu.edu</u>

November 2018

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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.

×	Student Regi	istratio	n Permi	it-Override SFASI	RPO 9.3.6 (TRNG1101)											æ	ADD		🖧 REL	ATED	🗱 TOOLS
ID: 3	: 30222435 TEST, TEST Term: 201940 Spring 2019 Stat O						Over															
* STUE	ENT PERMITS A	ND OV	ERRIDE	S															🖬 Insert	Delete	Copy	👻 Filter
Permit	*		Pe	rmit Description						CRN				Subject		Course	Number			Secti	on	
SPEC	UG		Pr	ereq,Coreq,Degr,	Majr,Prgrm					40748				CHEM		161				03		
14 -	[1] of 1 🕨	M	5	 Per Page 																	Re	cord 1 of 1
▼ STUD	ENT SCHEDULE																		🚦 Insert	Delete	Copy	₹, Filter
CRN	Part of Term	S	ubject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Error	Link	Crosslist Group	Camp	us Sc	nedule Type
4																						
- H - 4	(1) of 1 🕨			 Per Page 																	Re	cord 1 of 1
-	Activ	vitv Da	ite 11/0	5/2018 02:01:49 PI	M Activity	User RIVER	AT															SAVE

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)

	Go
NTER.	
nded Search	
esults	Person/Non-Person Count 11
Detail	🕞 Non-Person Search Detail
O Person O Non-Person O Both	Name Type
	Birth Date
	Gender
or select button to clear search. 🔊 a then press Execute Query or select button to reduce se	arch.
ry eri	ry or select button to clear search.

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Name and ID

Smith, John Charles 30091654 Smith, John E. 30091883

- 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.

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

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	Smith, John E. 30091908	
	Smith, John F. 30092170	
	Smith, John H. 30092488	
	Smith, John Joseph 30297984	
	Smith, John K. 30093126	
	Smith, John W. 30094737	
	Smith, John 30094966	
	C	
1	K ◀ 1 of 1 ► H 20 ▼ Per Page	Record 1 of 11
		Cancel OK
to ope	en list of codes.	
•		
rmit-Override	Codes	×

Registration Permit	Override Codes	×
Criteria Q		
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, Prgrm	
SPEC/UG	Prereq, Coreq, Degr, Majr, Prgrm	
TIME	Time Conflict	
◀ 1 of 1 ►	Per Page	Record 1 of 8
	(Cancel OK

- 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.

🗄 Insert	Delete	🖥 Сору	Ϋ, Filter
	Sect	ion	

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:

* STUDENT PERMITS AND OVER	IDES			🗄 Insert 🗧	Delete 📲 Copy
Permit *	Permit Description	CRN	Subject	Course Number	Section
SPEC/UG	Prereq, Coreq, Degr, Majr, Prgrm	12385	MIS	201	01
(◀ 1) of 1 ►)	5 V Per Page				Rec

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

STUDENT PERMITS AND OVERRI	DES		
Permit *	Permit Description	CRN	
CAPACITY	Course Capacity)
🕅 🛋 🗍 of 1 🕨 🕅	5 V Per Page		

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

Option List	×
Search for Sections(SFQSECM)	
View Section Information(SFQSECT)	
Cancel	

- 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

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Call: IT Help Desk at 860-832-1720 Email: techsupport@ccsu.edu 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.

×	Registra	ation Section (Query SFQS	SECM 9.3	(PROD)				
REGIST	RATION	SECTION QUE	RY						
Active fi	lters:	Subject: MI	IS o <u>Cle</u>	ear All					
CRN	Part of	Term	Subject		Course	Section	Available Seats	Waitlist	Мо
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	
12386	1		MIS		201	HY1	3	0	
							3	0	
12387	1		MIS		201	02	0	0	
12388	1		MIS		201	70	1	0	
12389	1		MIS		201	71	1	0	
12390	1		MIS		201	HY5	1	0	

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 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.

From Term: 201910 ID: 30232435 TEST, TEST						L	Start C	Over
▼ ALTERNATE PERSONAL IDENTIFICATION NUMBER				🔒 Inser	t 🗖	Delete	P Copy	👻 Filter
Term Code *	Process Name *	Alternate PI	N *					
201910	TREG	667805						
K ◀ 1 of 1 ► ► 10 ▼ Per Page							Re	cord 1 of 1
Activity Date 05/07/2018 10:30:06 PM								SAVE

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

 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).

Term:	

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)

X @ ellucian Alternate Personal Identification Number SPAAPIN 9.3 (PROD)	ADD	RETRIEVE 🛔 RELATED 🔆 TOOLS
From Term:	ID:	Go
Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your	search criteria, and then press ENTER.	
 If there is only one match on the ID or 	ID and Name Extended Search	
name you entered, both fields in the Key	Search Detail	
Block will be filled in	Press To See Results	Person/Non-Person Count 11
	🝘 Person Search Detail	Search Detail
	Reduce Search By	
	Group Type 🔘 Person 🔘 Non-Person 💿 Both	Name Type
	City	Birth Date
	State or Province	Gender
	ZIP or Postal Code	
	Press Enter Query or select button to clear search.	ice search.

- 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.

Criteria Q	
Name and ID	
Smith, John Charles 30091654	
Smith, John E. 30091883	
Smith, John E. 30091908	
Smith, John F. 30092170	
Smith, John H. 30092488	
Smith, John Joseph 30297984	
Smith, John K. 30093126	
Smith, John W. 30094737	
Smith, John 30094966	
C	•
K ◀ 1 of 1 ► N 20 ▼ Per Page	Record 1 of 1