Recommended Use of Banner Permits and Overrides
Revised 10.9.07

Override	Description	Function	Recommended Use
SPEC	Department Permission	Use only when courses are defined at the section level as requiring department permission (DP). SPEC will not override anything but this. Generally, any course that is permission of department will not have any other prerequisites, registration restrictions or prescribed course prerequisites on it.	May use the override for subject and course number only if the student does not need a specific instructor or specific number of credit hours. SPEC will not override maximum enrollment.
PREQ	Override Prerequisite Checking	This overrides course prerequisites, prescribed course prerequisites, honors eligibility, admission to teacher education and admission to candidacy.	NEVER override subject/course number. Only override a specific CRN (call number). NEVER override honors eligibility, admission to teacher education or admission to candidacy without that department's approval.
TIME	Override Time Conflict	Student is allowed to enroll in one course but then receives a time conflict message. A TIME override will allow registration in the other course with a time conflict.	Use to approve a time conflict only after instructor and/or chair approves. Do not need to notify the Scheduling Center of time conflicts, as in the past.
CREQ	Overrides co- requisites	Allows student to register for only one of the paired classes.	NEVER use unless approval from the department offering the class or from Academic Support Center in the case of Learning Communities.
CLASS	Overrides student classification	Allows registration if student does not have that classification.	Use to override classification such as FR, SO, JR, SR.
COLL	Overrides college of major	Allows registration if student's major is of a different college. **For instance, advisors will issue COLL overrides to students who wish to register for RODP courses.** COLL also overrides any corequisites (i.e. RODP science courses)	Ex: BU, RODP
PROG	Overrides program of study, major, and degree	Allows registration if student is working toward a different program, major, or degree	Ex: BA-FOLAFREN
RES	Overrides program of study, major, degree, and classification	Allows registration if student receives error messages for major, class, program and degree.	Use this when a student has received one or more of these registration errors.
ENRL	Overrides maximum enrollment	Allows registration in a full class.	Before entering the ENRL override, check your actual enrollment in relation to the room capacity. To monitor overbooking, use SZRCLEN.

Registration Errors that cannot be overridden on SFASRPO:

Level –this means that an undergraduate student is attempting to register for a graduate course. Undergraduates who wish to take graduate courses must seek approval from the graduate office. A completed form with signatures is required. A copy of the form or e-mail should be sent to the Scheduling Center. The Scheduling Center can override a LEVEL message on SFAREGS only if approval is granted by the College of Graduate Studies. The Scheduling Center should never override a LEVEL error message with "Y" or "A" unless approval from the Graduate Office.

Maximum Hours- this means that student has reached maximum hours allowed for registration and will need overload approval to register in additional hours. The dean's staff may adjust the maximum hours on SFAREGS or upon approval from the Dean's office, the Scheduling Center may adjust the hours in the second block of SFAREGS for overload situations.

DUPL CRSE WITH SECTxxx This message means that the student cannot register for two sections of the same class (topics courses). The department offering the course must send an email to the Scheduling Center. Scheduling Center staff may override and register the student on SFAREGS.