OVERRIDE PROCESSING
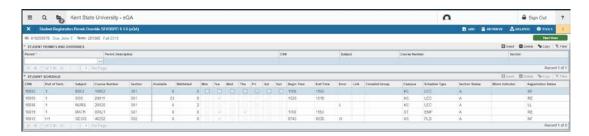
This form is used to assign specific permit-override codes to an individual student on a term and course or section basis.
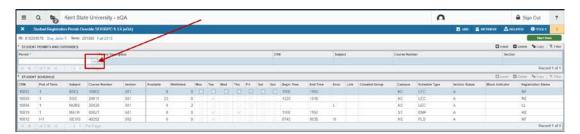
1. Go to **SFASRPO**

2. Enter the student's Kent State ID number.

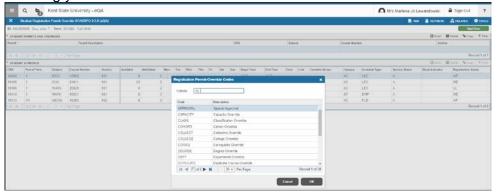3. Your cursor will automatically move to the _TERM_ field. Enter the term of registration.

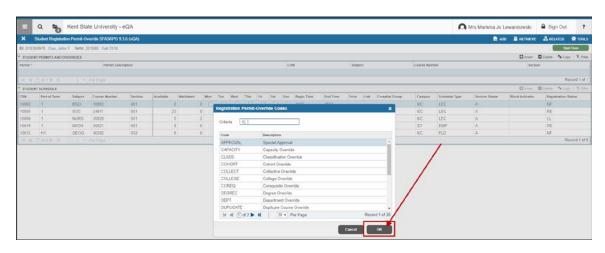4. Click Go in the upper right hand corner of the page to move to the Student Permits and Overrides block

5. Your cursor will be in the _PERMIT_ field.

6. If the student has registration for the term, the courses will be listed in the Student Schedule block at the bottom of the form.
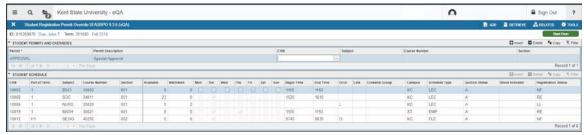
7. Click on the ellipses in the Permit field.
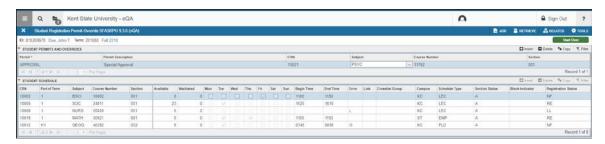

8. This will bring you a list of available overrides.

a. APPROVAL – a special approval override overrides a course that has a special approval control placed on it
b. CAPACITY – a capacity override overrides the max enrollment in a course
c. CLASS – a classification override overrides a class rank restriction
d. COHORT – a cohort override overrides a cohort restriction
e. COLLECT – a collect override overrides a required prerequisite, a corequisite requirement and a class rank restriction
f. COLLEGE – a college override overrides a college restriction
g. COREQ – a corequisite override overrides a corequisite requirement
h. DEGREE – a degree override overrides a degree restriction
i. DUPLICATE – a duplicate course override would allow registration of a duplicate course, different section
j. FOS (formally MAJOR) – a field of study override overrides a major, minor or concentration restriction
k. LEVEL (*Registrar use only*) a level override allows undergraduate student registration in a graduate level course
l. PREREQS – a prerequisite override overrides a required prerequisite
m. PROGRAM – a program override overrides a program restriction
n. REPEAT HRS – a repeat override would allow registration in a course that a student has repeated over the maximum allowable hours as defined on SCACRSE.
o. STU ATTR – a student attribute overrides an attribute restriction
p. TIME – a time conflict override overrides time conflicts

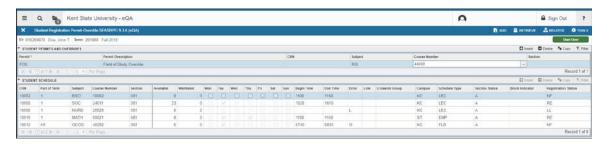9. Select the appropriate override and click OK. This will bring the override into the _PERMIT_ field.

10. Your cursor will move to the _CRN_ field automatically.

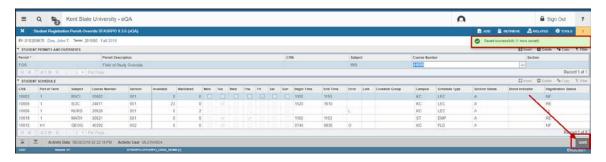11. You may override a course in several different ways:

a. If you want to override <u>one section</u> of a course, you would complete the CRN field.

    i. Once you have completed the CRN field, it will automatically bring the course information into the form.

    ii. **OR** if you do not know the CRN you can complete the subject, course number, and section number. Once you have completed the course information fields it will automatically bring the CRN information into the form.

b. If you want to override <u>all sections</u> of a course, you would tab to, and complete the subject, and course number. This will allow the student to get into any sections of the course.

12. Click on the Save button in the bottom right-hand corner of the form to save your transactions. You should receive a message indicating that your changes have successfully changed.

13. You may now have the student go into Self Service Banner and register for the course.