OVERRIDE PROCESSING
Revised 3/7/2010

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. Enter the term of registration in the **TERM** field.
4. Next 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 Permit drop down arrow (LOV button).

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. PREREQS – a prerequisite override overrides a required prerequisite
l. PROGRAM – a program override overrides a program restriction
m. STU ATTR – a student attribute overrides an attribute restriction
n. TIME – a time conflict override overrides time conflicts
9. Select the appropriate override and click OK.

10. This will bring the override into the **PERMIT** field.

11. Your cursor will move to the **CRN** field automatically.
12. You may override a course in several different ways:

a. If you want to override one section 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 all sections of a course, you would tab to and complete the subject and course number. This would allow the student to get into any sections of the course.
13. Click on the Save icon in the upper left-hand corner of the form.

14. You should receive a message that the transactions are complete at the bottom of the form.

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