How to Enter Registration Overrides Directly into the Banner System

**STEP 1:** Open a browser and go to: banner.rowan.edu (If one browser is slow or does not work, try another.)

**STEP 2:** If you have not already logged in, it will ask you to login first. If you have logged in, it will skip to Step 3.

**STEP 3:** After logging in, you will be brought to the IRT Banner Page: [https://irt.rowan.edu/display/IRT/Banner](https://irt.rowan.edu/display/IRT/Banner). From this page, Go to the Banner 9 Administrative Pages Box shown below and click on “Login to Banner 9 Administrative Pages.”

**STEP 4:** You will be brought to the Banner 9 main entry page shown below. Enter “SFASRPO” in the box indicated and press “Enter.”
STEP 5: You will be brought to the SFASRPO entry screen shown below. This is where overrides are entered.

**Note:** If you follow the steps as listed, you should automatically be brought to the live/production screen, but you can double-check this by looking for “PROD” in this location.

![SFASRPO entry screen](image)

STEP 6: Enter individual student/override/course information in the SFASRPO screen following the steps below.

1. Enter the Student’s Rowan ID
2. TAB (name should auto-populate) *Please be sure this is the correct student before proceeding.*
3. Enter the Term Code in which the course for which you are providing overrides exists.
   - **TERM CODES:** 201740 (Fall 2017); 201810 (Winter 17-18); 201820 (Spring 2018); 201830 (Summer 2018)
4. TAB (term should auto-populate) *Please be sure this is the correct term before proceeding.*
5. Next Block (Press Alt + Page Down to move to the next section)
6. Enter the Permit/Override Code under “Permit.”
   - **PERMIT/OVERRIDE CODE LIST:** You can see the list of permit/override codes available by clicking on the 3 dots (…) next to the “Permit” entry bar, or check the code list included under the Notes & Tips section of this document.
7. TAB (permit/override description should auto-populate) *Please be sure this is correct before proceeding.*
8. Enter either the CRN for the course in question **OR both** the Subject Code and Course Number for the course in question.
   - It is important that you only enter one or the other. If you enter the CRN, you are giving the student an override ONLY into that particular section. If you enter the Subject and Course Number without a CRN, then you are giving the student an override into ANY section of that course for which he/she is otherwise eligible. (Please check what exactly the student requested.)
9. TAB (SUBJ, CRS & SECT will auto-populate, depending upon what you entered) *Please be sure this is correct before proceeding.*
   - If you need to enter more than one override (and often you will), simply arrow down to open another row and follow directions in #6-9 again.
10. SAVE (F10)
   - You know the information was saved properly if the date and your username shows in a gray bar at the bottom of the screen after saving.

To start over and enter another person’s overrides, press F5 and it will bring you back to ID entry.

- **You may only enter an override approval when all 3 of the following conditions are met:**
  - you have a specific request from the student (or the chair who has heard from student) to perform the override
  - you have the authority from your chair to enter overrides for your department
  - the requested course for which the override is being provided is from your academic department. You are not allowed to enter any overrides for courses from other departments.

*Note: The individual entering the override will be logged into the system each time and is accountable for approvals made. Any violation of these policies may result in the removal of that individual’s access to the override screen.

*If you have written approval from another chair or VP to enter an override for something outside of your department, you must forward that approval in advance to registrarassist@rowan.edu.*
About Notifications

- **Student Notification of Denied Overrides:** There are no automatic denials of overrides possible in the system. If you deny an override request that came through the Register online form, please email the denial to the student and COPY registrar@rowan.edu so we can close out the request.

- **Student Notification of Approved Overrides:** Within 60 seconds or so after you SAVE an override in the system as outlined above, an automated email will be sent to the student for EACH override you enter (each row). The notification tells the student they *may* now be able to register themselves online for the course in question if/when registration opens for their classification.

Notes & Tips

- **Can’t seem to get beyond the login page?** Banner 9 seems to not like it when you don’t change your password right away. If you have gotten the expiration message for your Banner password, even if you have plenty of days left, Banner 9 may not let you beyond the login screen. If that happens, change your password at this site: https://bannersso.rowan.edu/ssomanagerutil and try again to enter the system starting with Step 1.

- **Made a mistake/need to start over?** If you need to START OVER at any time during the process above, click the green START OVER Button in the upper-right of the SFASRPO screen. (If you have already entered information, just click “No” when it asks if you want to save changes.)

- **Details/Tips Regarding Approved Overrides:**
  - Please be careful that you enter each and every separate override that you approve for the student. (Normally, you would enter the overrides you approve based upon student-specific override requests sent to you through the Registrar online form; however there may be times you enter overrides based upon emails directly to you and/or from in-person meetings.)

- **An approved override does not equal guaranteed registration:** Remember, just because you provide an override, does not mean the student will always be able to register for the course.
  - Example: You provide a pre-requisite override, but by the time the student registers, there are no spots left because the course is full. Now that student also needs a capacity override and must make a separate request.
  - If possible, check the pre-requisites and restrictions attached to the course in the Section Tally BEFORE providing overrides. If you know the student will still not be able to register even with your overrides, it’s best to discuss with the student/determine the alternate course of action before going to the override screen.
PERMIT/OVERRIDE CODE LIST

Please read the chart and notes column very carefully before entering any overrides so you know what it actually covers. (The bolded codes are the most commonly-requested.)

<table>
<thead>
<tr>
<th>CODE to Enter</th>
<th>What code overrides (as of March 2017 for Fall 2017 courses)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPACITY</td>
<td>Capacity</td>
<td>Not permitted with Waitlisted courses. Can be used to allow a student to get in to a full class (as long as the fire-code is never exceeded), OR can be used to allows someone to register for a 0-capped class.</td>
</tr>
<tr>
<td>CLASS</td>
<td>Class (Senior, Junior, Sophomore, Freshman)</td>
<td>This is for undergraduate classes only. Undergraduate students may not be overridden into graduate-level courses except by the Registrar, and only then in documented cases of Senior Privilege or approved matriculation in combination degree programs.</td>
</tr>
<tr>
<td>COLLEGE</td>
<td>College, program, and field of study</td>
<td></td>
</tr>
<tr>
<td>COREQ</td>
<td>Co-requisites officially entered into the system – see the Section Tally for this course/this term to be sure.</td>
<td></td>
</tr>
<tr>
<td>DUPLICATE</td>
<td>Duplicates</td>
<td>This is only allowed to be used when the student has duplicate course numbers that SHOULD remain due to different content – such as Special Topics, Ind. Study, etc.</td>
</tr>
<tr>
<td>MAJOR</td>
<td>Program and field of study</td>
<td></td>
</tr>
<tr>
<td>PREREQ</td>
<td>Prerequisites officially entered into the system – see the Section Tally for this course/this term to be sure.</td>
<td>This one code used to also override class, field of study, co-requisite, and college – so you may need multiple overrides to manage student access to courses taking place Fall 2017 and onward.</td>
</tr>
<tr>
<td>REPEAT</td>
<td>Repeat hours and repeat limit</td>
<td>The system will automatically allow the number of repeats originally requested for the course (which is usually 2). An override of this type is only permitted in cases where the repeated course includes different content OR in which a special repeat exception is made for same-content courses and the student understands that financial aid may not apply to certain courses repeated for a third time. In repeat cases with same-content courses (exact repeats) the most recent grade (whether higher or lower) is the one counted in GPA.</td>
</tr>
<tr>
<td>TIMECONF</td>
<td>Time conflicts</td>
<td>Such overrides are only permitted when the instructors of BOTH courses involved approve of the override and it is technically possible for the student to officially participate fully in both courses.</td>
</tr>
<tr>
<td>COHORT</td>
<td>Cohort</td>
<td>This override will be used very rarely, but there may be cases where a course is restricted to a certain population of students that are tagged with an official “cohort” label/ Be sure you have permission to override.</td>
</tr>
<tr>
<td>CAMPUS</td>
<td>Campus</td>
<td>Very few courses are restricted by “campus,” so such overrides should be rare.</td>
</tr>
</tbody>
</table>

Should you have any questions about processing, please contact registrar@rowan.edu.