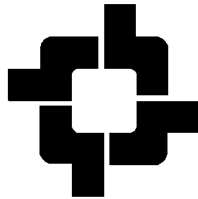


Harrisburg Area Community College



REGISTRATION OVERRIDES

Office of the Director of Records
July 2008

REGISTRATION OVERRIDES

For Division/Campus Deans and other designated staff

Division and Campus personnel have the capability to use Banner to give a student permission to enroll in a class. This authorization will take the place of having to complete the override portion of the enrollment form.

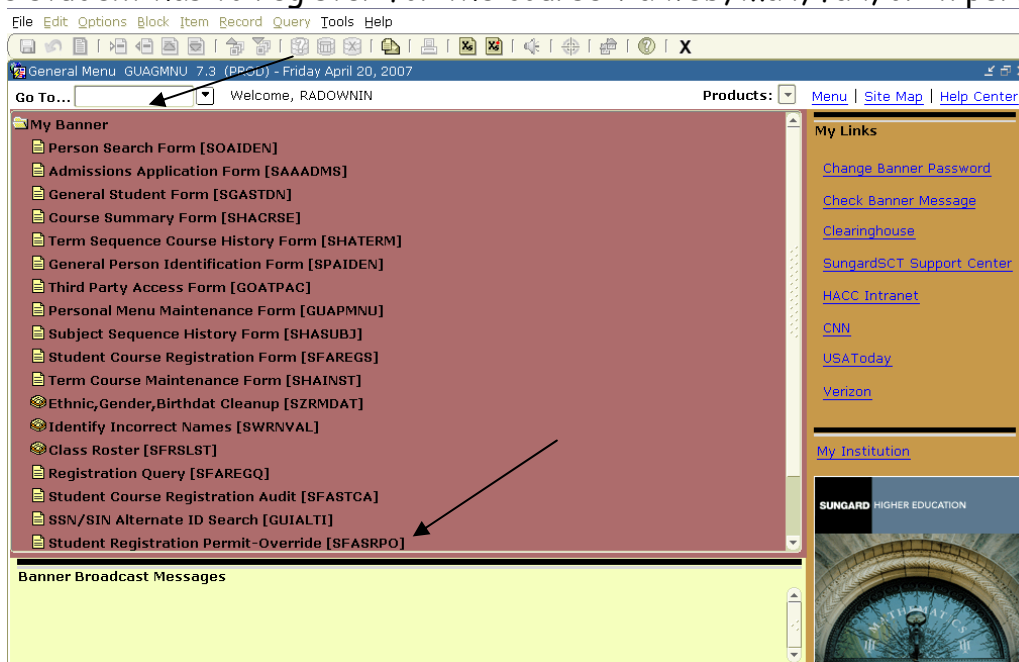
The next few pages will show you how easy it is for you to use Banner by giving override permission to a student. After the division/campus dean or designee has set the necessary override code(s) in Banner, the student will be able to register for the class over the web, by mail, fax, or in person. Banner automatically stores the user ID of each override transaction.

GETTING STARTED

You have two options to access the override form.

1. Type the Form name in the "Go To" field - **SFASRPO**
OR
2. Under My Banner, click on **Student Registration Permit Override Form (SFASRPO)**.

NOTE: You may only process an override for a specific student in a specific section (CRN) or in a specific course. Also, setting an override does not add the student to the course; the student has to register for the course via web, mail, fax, or in person.



You can set an override code in advance of a student's registration appointment time, or any time after that while registration is available to students for drop/add.

AUTHORIZING A STUDENT TO ADD A CLASS

1. Type in the term.
2. Type in the student's ID.
3. Shift/page down or next block.
4. To select an override code you may type in one of the override codes or double click in the Permit block to select one from the list of override codes. Some courses may require more than one override code. (See pages 5 and 6)
5. Type in the CRN or enter the Subject and Course Number. If you enter the Subject and Course Number instead of the CRN, the override will authorize the student to enroll in any CRN of this course. An override for a PREREQ should use the Subject/ Course Number method. An override for a full class should use the CRN method.
6. Press Save.

Tell the student they must register for the course via web, mail, fax, or in person in order to be enrolled in the class.

The screenshot shows the SFASRPO Form interface. Callout 1 points to the Term field (200730). Callout 2 points to the ID field (12345678). Callout 3 points to the Student Name field. Callout 4 points to the Permit table. Callout 5 points to the CRN field in the Permit table. Callout 6 points to the Save button at the bottom of the form.

Registration Permit-Override Codes

Find: %

Code	Description
APPR	Signature Required
LIMIT	Capacity Override
MAJOR	Major Restriction Override
PREREQ	Course Rerequisite Override
TIME	Time Conflict Override

Buttons: Find, OK, Cancel


If you run out of available lines, please use the down arrow key.

The Student's schedule will appear at the bottom of the form.

Your name will appear here when the override has been saved.

Once you have set the override code on a student, they will be able to view it on the web by clicking on "Check Your Registration Status" under the Registration menu. This may be set in advance; however, the student will not be able to register for the course unless registration has begun for the specified term. HACC staff who do not have update access to SFASRPO will still be able to view overrides that have been entered by viewing SFASRPO.

Check Your Registration Status:

-  Students registering for **credit** classes, you **must** verify your major listed below. If your major is incorrect, go to the [HACC Records Office](#) website and download the Change of Major form.
- Displayed below are various items which may affect your registration. Your Holds, Academic Standing, Student Status, and Major may prevent registration. See the help link above for more detail.
- Students registering for **non-credit** classes, only need to be concerned with the first four items displayed below.

- You have no Registration Time Ticket. You may register at any time.
- You have no Holds which prevent registration.
- Your Academic Standing is Good Standing which permits registration.
- Your Student Status permits registration.

Your Class for registration purposes is Sophomore.

Registration Permits and Overrides

Permit/Override	CRN	Subject	Course
Signature Required	32232	METR	101 Weather and Climate
Course Prerequisite Override		MKTG	201 Principles of Marketing

Earned Credit

Level	Type	Hours
Non Credit	Institutional	0.000
Credit	Transfer	3.000
Credit	Institutional	81.000

Curriculum Information

Current Program

Associate in Arts

Level:	Credit
Program:	Business Studies - AA
Admit Term:	Spring 99
Admit Type:	Non-Degree/conversion
Catalog Term:	Spring 2005
College:	Business, Hosp, Engr & Tech
Campus:	Harrisburg Campus
Major:	Business Studies

Overrides

- **APPR** (Signature Required) - Certain courses require an instructor's signature. If this requirement was built into the CRN when it was created an override is needed to permit the student to register. This code permits you to override the signature required approval for these courses when the instructor is not available.
- **LIMIT** (Capacity Override) - This code permits you to override the maximum enrollment. (Example: if the section is full) **NOTE:** This does not increase the original maximum capacity for this course. Always enter a CRN when using this override code. If you use just the subject and course number (without CRN) with this code you will be permitting the student to overload any CRN of this course.
- **MAJOR** (Major Restriction Override) - This code permits you to override a major restriction. (Example: Courses for Nursing majors only) This override should be used sparingly. If the student is not in the correct major, why aren't they? Should a Change of Major form be completed instead of entering an override?
- **PREREQ** (Course Prerequisites Override) - This code permits you to override any prerequisite. (Example: Prerequisite of MATH 103) If you are overriding a course which has a separate CRN for the lecture and the lab you will need to enter the PREREQ code for both CRNs or use the Subject/Course Number method described on page 3. (Example: BIOL 101)
- **TIME** (Time Conflict Override) - This code permits you to override a time conflict.

« *NOTE* »

You only gave the student permission for the class.
They are not enrolled in the class until they, "the student"
registers via web, mail, fax, or in person.

MORE INFORMATION FOR OVERRIDES

➤ ***Courses with separate CRNs for Lecture and Lab.***

If a course has a lecture CRN and a lab CRN and you are entering a PREREQ override for the course, remember to enter the override for both the lecture CRN and lab CRN or use the Subject/Course Number method described on page 3.

➤ ***More than one restriction on a course and using override codes in combinations.***

If a course has more than one restriction on it, the person permitting the override must process an override for each area the student does not fit. (Example: If you want to enroll a student in a class where they don't meet the prerequisite as entered in Banner and the section you want to enroll them in is full, then two overrides are needed.) If the student receives only one override, he/she will not be permitted to enroll in the course. The example above requires two overrides - PREREQ and LIMIT.

➤ ***Availability of Overrides.***

Override codes will only take effect while registration is available to students.

➤ ***Keeping Track of Class Maximum Overrides.***

Division Deans and Campus personnel or secretaries need to keep track of how many overrides are set, especially for class capacity. It is important that staff contact the "override person" at the appropriate campus when courses do not fall under your jurisdiction. The actual enrollment in the course will not reflect the override until a student adds the class. This is especially important if more than one person in the division/campus is processing overrides in Banner.

REMEMBER THE HONOR SYSTEM

Since you will have access to all overrides for all courses, please do not permit a student an override if the course is outside of your authority. Harrisburg divisions will only enter overrides for courses in their division. The other campuses may only enter overrides for courses at their campus. There are no built-in safeguards to prevent abuse of overrides. If you violate the authority to permit overrides you will jeopardize your access to this form.

Override Authorization

Name _____ HACCid _H_____ Term _____

This form authorizes registration personnel to perform the following exceptions to registration policy:

A. Overload the following full class(es) (**LIMIT**):

Course Name and # _____ CRN _____ Signature _____ Date _____

Course Name and # _____ CRN _____ Signature _____ Date _____

B. Override the pre-requisite(s) for the following classes (**PREREQ**):

Note: IF overriding a pre-requisite for a class with both lecture and lab sections, enter the override on both CRNs.

Course Name and # _____ CRN: _____ Signature _____ Date _____

Course Name and # _____ CRN: _____ Signature _____ Date _____

C. Override the Instructor's signature for the following class (**APPR**):

Course Name and # _____ CRN: _____ Signature _____ Date _____

Course Name and # _____ CRN: _____ Signature _____ Date _____

D. Override the major restrictions for this course (**MAJOR**):

Course Name and # _____ CRN: _____ Signature _____ Date _____

E. Override a time conflict for these two courses (**TIME**): List both courses

Course Name and # _____ CRN: _____ Signature _____ Date _____

COMMENTS: _____

