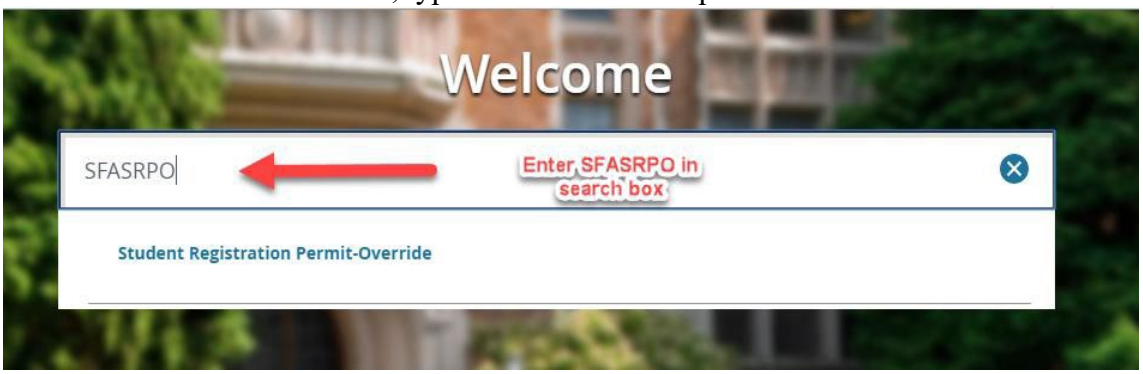
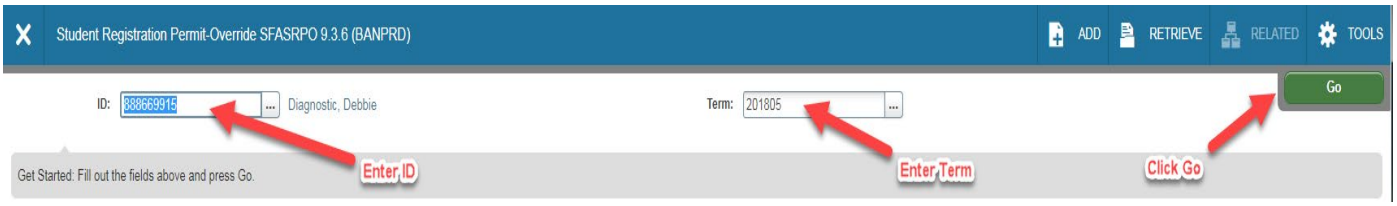
Administrative Staff Guide
ONLINE OVERRIDES
DEPARTMENTAL ACCESS

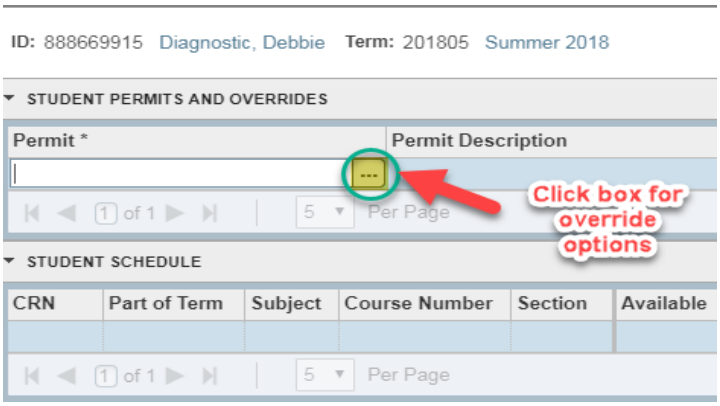
1. Log into Banner 9.
2. In the WELCOME search box, type "SFASRPO" and press Enter.



3. Enter the Student's ID number and correct term. Click Go.



4. Select the appropriate/desired override* by clicking the smaller box next to the permit box. This will pull up the override options. **IMPORTANT NOTE:** Granting overrides does not register the student. It only gives the student the ability to register.

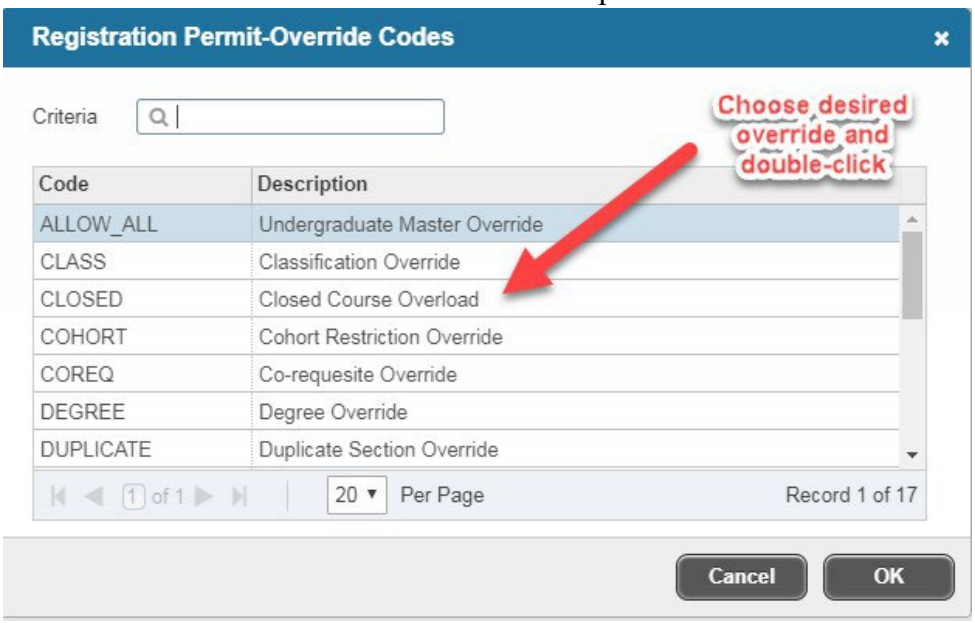


*See page three and four for detailed explanations of each override

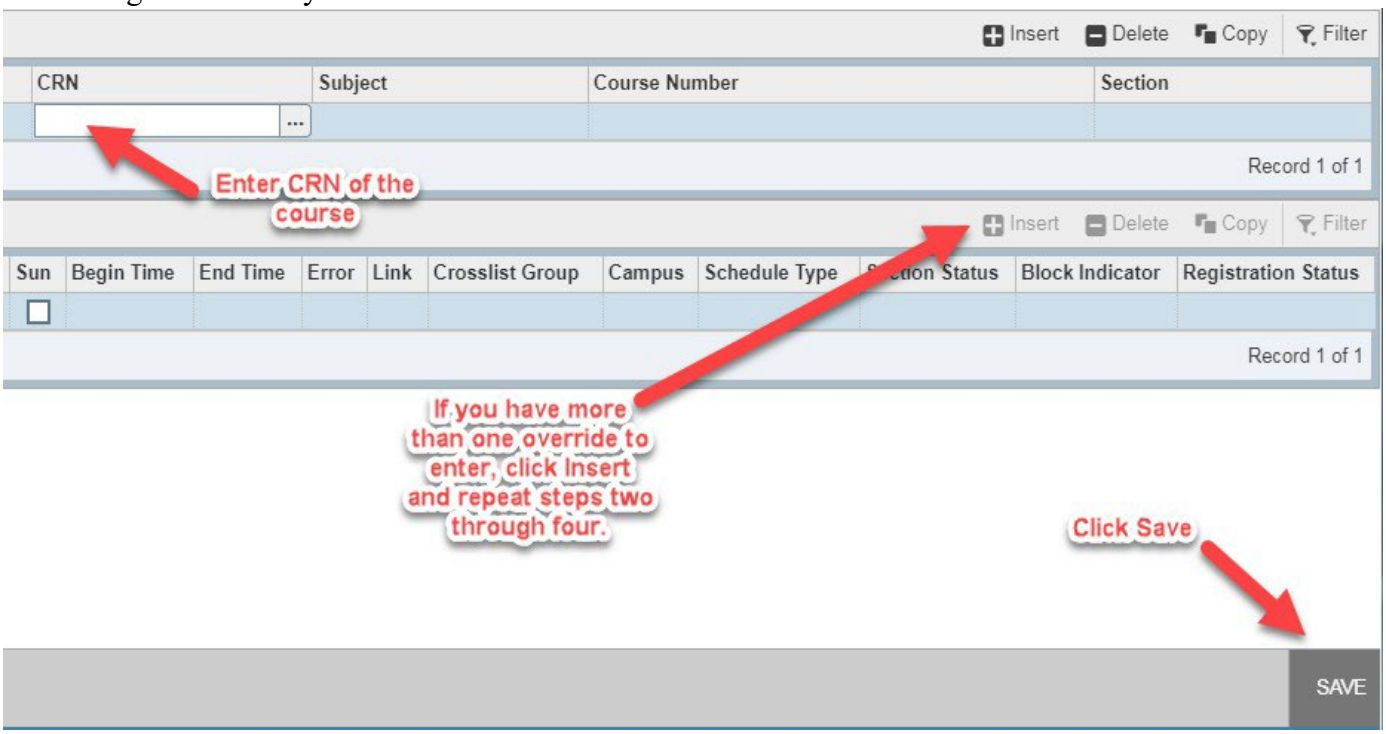
Created: 08/09/2016eac
Edited: 11/23/2016 eac (added Duplicate Section information)
Edited: 03/15/2018 JNL (updated for Banner 9)

UNCG University Registrar's Office

5. Choose desired override and double-click on option.



6. Enter the CRN of the course. If you are entering more than one override, click Insert and repeat steps two through four. Verify the information is correct. Click Save.



7. Inform the student that he/she can register him/herself through UNCGenie. ***Note:*** The student **must** enter the CRN directly on their Add/Drop Courses Worksheet. Attempting to search courses or view sections and adding the course will still give them the error message.

Online Override Explanations

Code	Description	Explanation
ATTRIBUTE	Attribute Override	Overrides need for any student to have any *attribute* required for a course
CAMPUS	Campus Override	Overrides any restriction to Campus (i.e., Greensboro main Campus to Online).
CLASS	Classification Override	Overrides the class restriction on a course (i.e., freshman, sophomore, junior, senior)
CLOSED	Closed Course Override	Overrides the course capacity (i.e. how many students are allowed to be seated in the course section)
COHORT	Cohort Restriction Override	Overrides need for any student to have any *cohort* required for a course
COLLEGE	College Restriction Override	Overrides any restriction to College (Arts & Sciences, Visual and Performing Arts, etc.)
COREQ	Co-requisite Override	Overrides any co-requisite restriction.
DEPARTMENT	Department Override	Overrides the need for a student's Field of Study to be in a particular Department
DEGREE	Degree Override	Overrides the degree requirement restriction (BA, BS, BFA, etc.)
DUPLICATE	Duplicate Override	Overrides the duplicate section restriction (i.e., for courses such as special topics and independent study which have differing topics with the same course number in the same semester)
FLD O STDY	Field of Study Override	Overrides Field of Study Restrictions (Major, Minor, or Concentration)
HONORS	Honors Dept Permission	Overrides the Special Approval requirement and should only be used by members of the Honors Department.
MUT_XCLUDE	Mutual Exclusion Override	Overrides the Mutual Exclusion restriction, for courses that mutually exclude each other in registration
PREREQ	Pre-requisite Override	Overrides the pre-requisite requirement for the course
PROGRAM	Program Restriction Override	Overrides the requirement to be enrolled in a particular program (combination of College, Level, Degree and Campus) for registration
REPEAT	Repeat Hours & Limit Override	Overrides restrictions preventing registration for repeat courses or excessive hours in a course
SDM-NF	Non-Fundable	Special Use Only, Overrides the special approval requirement
SDM-S	State Employee Waiver	Special Use Only, Overrides the special approval requirement
SDM-X	Exchange	Special Use Only, Overrides the special approval requirement

Created: 08/09/2016 eac
Edited: 06/04/2019 ntg (Explanations cleaned to remove Campus and Level)
Edited: 11/16/2026 (Added Campus and removed Master Override)

TIME	Time Conflict Override	Overrides registration for a course that occurs simultaneously with another course.
WRITTEN	Written Permission	Grants the written permission (Special Approval) required for some courses.