

## Allowing Registration Permits-Overrides

1.	Navigate to Banner (From Lander University homepage, choose Banner (faculty/staff only) from the drop-down menu)
2.	Enter your username (ex. jcool) and password (ex. mypassword)
3.	Click on the plus sign next to My Banner Menu.
4.	Double-click on Student Registration Permit-Override (or type in SFASRPO in the Go: box)
5.	Enter the term code (ex. 200630 for Summer/200710 for Fall 2006) in the term field
6.	Enter the Student L Number in the ID Field (See * to Search for a Student by Name only)
7.	Click on the Next Block button  in the Banner Tool Bar
8.	Double-click in the next empty Permit field. (If the student already has three or more permits-overrides and you are in the correct term, select Record → Insert from the Banner menu bar to insert a clear line where you may enter a new permit-override. Do not attempt to type or enter your new override over an existing record in the database.)
9.	A window with the valid Permit-Override codes will appear. Select the code that applies and click OK.
10.	Click the search button  next to the CRN label. ( <b>Do not</b> enter course name and number at this point, or you will allow an override for all sections of the same course.) A list of options will pop-up.
11.	From the Option List, click on Search for Sections. The Registration Section Query screen will appear.
12.	Enter the subject code (ex. ENGL) and course number (ex. 101) in the appropriate fields.
13.	Click on the Execute Query button  . All sections of the course for the selected term will be displayed.
14.	Highlight the section for which you wish to allow the student a permit or override. Then, click on the Select button  to return that information back to the Student Registration Permit-Override form.
15.	Click the Save button  . Your username will appear in the user field and you will see a confirmation of the transaction at the bottom left-hand side of the screen. FRM-40400: Transaction complete: 1 records applied and saved.
16.	The permit-override is completed; however, make sure that the student is aware they must register for the class through Bearcat Web – allowing an override does not automatically register the student for the course. (Note that some courses will require multiple overrides for a particular student – for example, a class and major override for a student that is not a junior and not a History major may be required if those are registration restrictions for a specific course.)
To allow an override for a different student:	
1.	Click on the Rollback button  .
2.	Proceed from step 6 above.
To Exit:	
1.	Click on the Exit button  .
* To Search for a Student By Name Only:	
1.	With the ID field empty, click on the Search button  next to the Student Name field.
2.	Enter the Student Last Name and First Name.
3.	Click on the Execute Query button  .
4.	Highlight the name of the student. If the student has a common name, you may not be able to identify the student at this point without a Lander ID.
5.	Click on the select button  to return to the Student Registration Permit-Override form with the student's information populated.
6.	Proceed with step 7 above.