

How to determine the override needed and complete it in Admin Pages/Banner

Instructions for Administrators and Staff*

The following information is required to complete an override: term, student's dawg tag, CRN of class, and the appropriate override needed.

When the student tries to register for a class and receives an error message, it looks like this:

The screenshot shows the SIU Student Registration interface. At the top, there is a navigation bar with 'SIU' and 'Student' > 'Registration' > 'Select a Term' > 'Register for Classes'. A pink error message box in the upper right corner reads: 'BA 525 CRN 62058: SA Advisor Approval Required'. Below this, there is a section for 'Enter Course Reference Numbers (CRNs) to Register' with a text input field and buttons for 'Add Another CRN' and 'Add to Summary'. The main area displays a 'Class Schedule for Fall 2023' with a grid for days of the week and times. A 'Summary' table is also visible, listing classes with their details, hours, CRNs, schedule types, and statuses. The status for 'Data Science and Anal' is 'Errors Preventing', while 'Corporate Taxation' and 'Tax Research and Proc' are 'Registered'.

Title	Details	Hour	CRN	Schedule Type	Status	Action
Data Science and Anal	BA 525, 841	3	62058	Lecture	Errors Preventing	Remove
Corporate Taxation	ACCT 543, 945	3	62916	Lecture	Registered	None
Tax Research and Proc	ACCT 542, 945	3	62915	Lecture	Registered	None

Note the pink box in upper right: BA 525 CRN 62058; SA Advisor Approval Required. If the student sends you a screen shot, you'll have all the information you need to complete the correct override for them.

If the student is unable to send you a screen shot of their registration page with the error message, then you can do the following to determine which override is needed.

How to determine which override is needed

1. Login to Admin Pages – go to sis.siu.edu and click on Admin Pages
2. Type SFASTCA “Student Course Registration Audit” in the welcome box and hit Enter on your keyboard
3. Enter student's dawg tag
4. Enter term code – YEAR20, YEAR40, YEAR60 where 20 = spring, 40 = summer, and 60 = fall
5. Click Go
6. Look in the Message column for the needed override
7. The most common error messages and their associated overrides are...
 - SA Advisor Approval Required – Special approval override
 - Time Conflict – Time Conflict override
 - Closed Section – Capacity override
 - Prerequisite/Test Score Error – Pre-Requisite &/or Test Score override
 - Repeat Hours or Repeat Limit - Repeat override

If you don't find an error/required override message, it might be that something else is preventing registration. Here are some common situations:

1. The student has a registration hold, often due to a bursar balance or a final transcript not yet being submitted.
2. The student is trying to register after the self-registration deadline. After the first week of classes, students can no longer register via Salukinet. At this point, the student must send an email to gradregistration@siu.edu for assistance.
3. The student was admitted to one semester but is trying to register for a different semester. For example, if a student is admitted for fall, they are not able to register for the previous summer.

How to complete an override in Admin Pages/Banner

1. Go to SFASRPO "Student Registration Permit-Override"
2. Enter student's dawg tag and term code.
3. Under STUDENT PERMITS AND OVERRIDES, you will see the overrides that have already been entered for this student for this semester, if any.
4. Under STUDENT SCHEDULE, you will see the classes that the student has successfully registered for, if any.
5. Click on the 3 dots to the right of the Permit box. The Registration Permit-Override Codes box will open.
6. Click on the appropriate override in the box. Scroll down if needed. Click OK.
7. Type in the class CRN. The Subject, Course Number, and Section boxes will populate.
8. Click SAVE in the lower right corner of the screen.
9. Note: the student must try to register again after the override is completed, but they can try immediately after you save.
10. To complete an additional override for the same student, same semester, click "Insert" and then proceed with step 5-8 above.

Other information about overrides:

- Often more than one override is needed for a student to register for a class, but the system will show only one error/override required for the class at a time. Sometimes you complete an override, and then the student tries to register and gets a second error that requires a second override. If you think ahead and are aware of the need for the second override, you can complete both overrides at the same time.
- The Repeat override is required when students take excessive amounts of thesis or dissertation hours.
- If you have tried and still need assistance, send an email to gradregistration@siu.edu.

***Faculty are able to complete overrides for students trying to register for their classes. Visit <https://oit.siu.edu/sis/common/documents/ssb-u2-fclty-lc3-entrngrgstrtrnvrds-pv.pdf> for instructions.**