



Student Registration Permit-Override (Banner INB)

- Logon to Ursa at <https://ursa.unco.edu> using your network username and password.
 - Access **Production Banner (INB)** via the link under your **Employee** tab.
 - Go to **SFASRPO** using the **SEARCH** field.
 - Enter the student's Bear Number in the **ID** field.
 - Enter the term in the **Term** field (e.g. 200650 = Fall 2006) or use the **Term** drop-down menu to select the term you want.
 - Perform a **Next Block** using the **GO** button or by using the shortcut keys: **Ctrl + Page Down**.
 - Using the **Permit** drop-down menu, choose either:
 - **CAPACITY** – Overrides only capacity of class
 - **INSTCONS** – Overrides both pre-req and capacity
 - **ICEXCAP** – Overrides a pre-req, but not the capacity
 - **TMCONFLICT** – Overrides a time conflict with another course
 - **MUTEXC** – Overrides a mutually exclusive restriction
 - Enter the **Course Record Number (CRN)** for the class in the **CRN** field.
 - Save by using the **Save** button or by using the shortcut key: **F10**.
 - To release additional course sections, select **Insert**. A blank row will appear.

 A screenshot of the "Student Registration Permit-Override (SFASRPO 9.3.15 (PROD))" application window. The window has a blue title bar and a menu bar with options like ADD, RETRIEVE, RELATED, and TOOLS. Below the menu bar, there's a search area with fields for ID, Term (set to 202050 Fall 2020), and a "Start Over" button. The main area is divided into two sections: "STUDENT PERMITS AND OVERRIDES" and "STUDENT SCHEDULE". The "STUDENT PERMITS AND OVERRIDES" section has a table with columns: Permit, Permit Description, CRN, Subject, Course Number, and Section. The "STUDENT SCHEDULE" section has a table with columns: CRN, Part of Term, Subject, Course Number, Section, Available, Waitlisted, and a row of checkboxes for days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sun). At the bottom, there are navigation controls including "Record 1 of 1" and "Page 1 of 1".

Reviewed: 02/03/22