

Instructor Permission message

This status message indicates that the course a student is trying to enroll requires the permission of the instructor for enrollment. Please note that Instructor Permission does not override other restrictions (Level, Class, closed section, etc.) applicable to that course. See the instructions below to grant an Instructor Permission registration override.

Faculty

1. Sign-in to [Banner](#)
2. Select the Faculty/Staff Services tab
3. Select Registration Overrides
4. Select a term and click on Submit
5. On the Student/Advisee ID Selection page, enter student's BID OR last and first name.
6. On the Registration Override page under Override select Special Approval. Under Course, select the course for which you are granting special approval.
7. Click Submit to confirm
8. Notify the student about the granted override. The student still needs to login to Banner and register for the course
9. If you need to grant an override to another student, select the ID Selection link at the bottom of the page

Staff

Sign-in to [Banner Admin](#)

1. Open the [SFASRPO](#)
2. Enter student's BID or name (Last, First) and hit Enter
3. Enter a term
4. Move to the lower block by clicking on the Next Block icon or pressing Ctrl+ Page Down
5. Under Permit, enter APPR and hit Enter
6. Under CRN, enter the CRN for which you are granting special permission. Hit Enter
7. Click on Save or hit F10
8. Notify the student about the granted override. The student still needs to login to Banner and register for the course
9. If you need to grant an override to another student, clear the information block (use the Roll Back icon), then clear the key block (press Shift+F4 or just backspace the BID and hit Enter)

LEVEL RESTRICTION message

This status message indicates that a course is restricted to Graduate students and the student who is trying to register for the course is Undergraduate. See the instructions below to grant a Level registration override.

Faculty

1. Sign-in to [Banner](#)
2. Select the Faculty/Staff Services tab
3. Select Registration Overrides
4. Select a term and click on Submit
5. On the Student/Advisee ID Selection page, enter student's BID OR last and first name.
6. On the Registration Override page under Override select Level. Under Course, select the course for which you are granting the override.
7. Click Submit to confirm
8. Notify the student about the granted override. The student still needs to login to Banner and register for the course
9. If you need to grant an override to another student, select the ID Selection link at the bottom of the page

Staff

1. Sign-in to [Banner Admin](#)
2. Open the [SFASRPO](#) form
3. Enter student's BID or name (Last, First) and hit Enter
4. Enter a term
5. Move to the lower block by clicking on the Next Block icon or pressing Ctrl+ Page Down
6. Under Permit, enter LEVEL and hit Enter
7. Under CRN, enter the CRN for which you are granting special permission. Hit Enter
8. Click on Save or hit F10
9. Notify the student about the granted override. The student still needs to login to Banner and register for the course
10. If you need to grant an override to another student, clear the information block (use the Roll Back icon), then clear the key block (press Shift+F4 or just backspace the BID and hit Enter)

MAJOR RESTRICTION message

This status message indicates that the course in which a student is trying to enroll is restricted to certain majors and the student's major as recorded in the Banner system does not permit to enroll in the class. See the instructions below to grant a Major registration override.

Faculty

1. Sign-in to [Banner](#)
2. Select the Faculty/Staff Services tab
3. Select Registration Overrides
4. Select a term and click on Submit
5. On the Student/Advisee ID Selection page, enter student's BID OR last and first name.
6. On the Registration Override page under Override select Major. Under Course, select the course for which you are granting the override.
7. Click Submit to confirm
8. Notify the student about the granted override. The student still needs to login to Banner and register for the course
9. If you need to grant an override to another student, select the ID Selection link at the bottom of the page

Staff

1. Sign-in to [Banner Admin](#)
2. Open the [SFASRPO](#) form
3. Enter student's BID or name (Last, First) and hit Enter
4. Enter a term
5. Move to the lower block by clicking on the Next Block icon or pressing Ctrl+ Page Down
6. Under Permit, enter MAJOR and hit Enter
7. Under CRN, enter the CRN for which you are granting special permission. Hit Enter
8. Click on Save or hit F10
9. Notify the student about the granted override. The student still needs to login to Banner and register for the course
10. If you need to grant an override to another student, clear the information block (use the Roll Back icon), then clear the key block (press Shift+F4 or just backspace the BID and hit Enter)

CLASS RESTRICTION message

This status message indicates that the course in which a student is trying to enroll is restricted to a certain class (e.g. Freshman, Senior, etc.) and the student's class as recorded in the Banner system does not permit to enroll in the course. See the instructions below to grant a Class registration override.

Faculty

1. Sign-in to [Banner](#)
2. Select the Faculty/Staff Services tab
3. Select Registration Overrides
4. Select a term and click on Submit
5. On the Student/Advisee ID Selection page, enter student's BID OR last and first name.
6. On the Registration Override page under Override select Class. Under Course, select the course for which you are granting the override.
7. Click Submit to confirm
8. Notify the student about the granted override. The student still needs to login to Banner and register for the course
9. If you need to grant an override to another student, select the ID Selection link at the bottom of the page

Staff

1. Sign-in to [Banner Admin](#)
2. Open the [SFASRPO](#) form
3. Enter student's BID or name (Last, First) and hit Enter
4. Enter a term
5. Move to the lower block by clicking on the Next Block icon or pressing Ctrl+ Page Down
6. Under Permit, enter CLASS and hit Enter
7. Under CRN, enter the CRN for which you are granting special permission. Hit Enter
8. Click on Save or hit F10
9. Notify the student about the granted override. The student still needs to login to Banner and register for the course
10. If you need to grant an override to another student, clear the information block (use the Roll Back icon), then clear the key block (press Shift+F4 or just backspace the BID and hit Enter)

CLOSED SECTION message

This status message indicates that the course in which a student is trying to enroll has reached its capacity and is closed. The student should 1) search for other sections of the course, 2) search for sections of other courses needed to fulfill their degree requirements, 3) contact the department offering the course (which may not necessarily be the department of the student's major).

If you decide to let a student register for a closed section, please be aware of the existing firecode restrictions and your department policy. See the instructions below to grant a Capacity registration override.

Faculty

1. Sign-in to [Banner](#)
2. Select the Faculty/Staff Services tab
3. Select Registration Overrides
4. Select a term and click on Submit
5. On the Student/Advisee ID Selection page, enter student's BID OR last and first name.
6. On the Registration Override page under Override select Capacity. Under Course, select the course for which you are granting the override.
7. Click Submit to confirm
8. Notify the student about the granted override. The student still needs to login to Banner and register for the course
9. If you need to grant an override to another student, select the ID

Staff

1. Sign-in to [Banner Admin](#)
2. Open the [SFASRPO](#) form
3. Enter student's BID or name (Last, First) and hit Enter
4. Enter a term
5. Move to the lower block by clicking on the Next Block icon or pressing Ctrl+ Page Down
6. Under Permit, enter CAP and hit Enter
7. Under CRN, enter the CRN for which you are granting special permission. Hit Enter
8. Click on Save or hit F10
9. Notify the student about the granted override. The student still needs to login to Banner and register for the course
10. If you need to grant an override to another student, clear the information block (use the Roll Back icon), then clear

Selection link at the bottom of the page

the key block (press Shift+F4 or just backspace the BID and hit Enter)

RESERVE CLOSED message

This status message indicates that the course in which a student is trying to enroll is reserved for a certain group and the student is not a member of that group. The student should 1) search for other sections of the course, 2) search for sections of other courses needed to fulfill their degree requirements, 3) contact the department offering the course (which may not necessarily be the department of the student's major).

PREREQUISITE ERROR

The student does not have a course in their academic history required to register for this course or it is reserved for a specific group that s/he is not a member of. Some sections are reserved for the following groups in which the student must be a member of one of these groups in order to register: All College Honors Program, Equal Opportunity Program (EOP), or Orientation (a first-time freshmen in their first semester).

If you wish to give an override for this restriction, perform the following:

Faculty

1. Sign-in to [Banner](#)
2. Select the Faculty/Staff Services tab
3. Select Registration Overrides
4. Select a term and click on Submit
5. On the Student/Advisee ID Selection page, enter student's BID OR last and first name.

Staff

1. Sign-in to [Banner Admin](#)
2. Open the [SFASRPO](#) form
3. Enter student's BID or name (Last, First) and hit Enter
4. Enter a term
5. Move to the lower block by clicking on the Next Block icon or pressing Ctrl+ Page Down
6. Under Permit, enter PREREQ and hit Enter

6. On the Registration Override page under Override select Prereq. Under Course, select the course for which you are granting the override.
7. Click Submit to confirm
8. Notify the student about the granted override. The student still needs to login to Banner and register for the course
9. If you need to grant an override to another student, select the ID Selection link at the bottom of the page
7. Under CRN, enter the CRN for which you are granting special permission. Hit Enter
8. Click on Save or hit F10
9. Notify the student about the granted override. The student still needs to login to Banner and register for the course
10. If you need to grant an override to another student, clear the information block (use the Roll Back icon), then clear the key block (press Shift+F4 or just backspace the BID and hit Enter)

CORQ_REQ message (Co-requisite Requirement)

This status message indicates that a student is required to also enroll in another course in order to enroll in the section he or she has attempted to enroll in. The status message will tell the student if he or she can enroll in any section of the course or if the student must enroll in a specific section (CRN) of the course.

Co-requisite may be **any section** of a course

This situation can be identified by a status message similar to the following example, where a subject and course number are displayed (as opposed to specific CRN).

Example: CORQ_CWP 101 REQ

Co-requisite must be a **specific section** of a course

This situation can be identified by a status message similar to the following example, where a specific CRN is displayed.

Example: CORQ_CRN 2454 REQ

In either case the student must first search for appropriate course sections, add them to the registration Add Classes Worksheet and submit the worksheet. To do this, perform the following three steps:

Step 1: Select the Class Search button at the bottom of the page. Search for one of the co-requisite courses. Select the check box in the first column in the search results for the CRN you want and click the Add to Worksheet button at the bottom of the page. You are not yet registered for this course.

Step 2: Select the Class Search button at the bottom of the page again. Search for the other co-requisite course. Select the check box in the first column in the search results for the CRN you want and click the Add to Worksheet button at the bottom of the page. You are not yet registered for these courses.

Step 3: Click the Submit Changes button at the bottom of the page. Assuming there are no other restrictions that would prevent you from enrolling in the sections, you will be enrolled in the two CRNs. Check you schedule to verify the two sections you wanted have been added.

DUPL CRSE WITH SEC-xxx message

This status message indicates that the course in which a student is trying to enroll has the same subject and number of a section the student has already enrolled in. You may only enroll in one section of any course in Banner.

Topics Courses: If a student needs to register for two sections of a Topics Course, he or she will need to request an override to allow to register in two sections of a course with same subject and number. See the instructions below to grant a Duplicate registration override.

Faculty

1. Sign-in to [Banner](#)
2. Select the Faculty/Staff Services tab
3. Select Registration Overrides
4. Select a term and click on Submit

Staff

1. Sign-in to [Banner Admin](#)
2. Open the [SFASRPO](#) form
3. Enter student's BID or name (Last, First) and hit Enter
4. Enter a term

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| <ol style="list-style-type: none"> 5. On the Student/Advisee ID Selection page, enter student's BID <u>OR</u> last and first name. 6. On the Registration Override page under Override select Duplicate. Under Course, select the course for which you are granting the override. 7. Click Submit to confirm 8. Notify the student about the granted override. The student still needs to login to Banner and register for the course 9. If you need to grant an override to another student, select the ID Selection link at the bottom of the page | <ol style="list-style-type: none"> 5. Move to the lower block by clicking on the Next Block icon or pressing Ctrl+ Page Down 6. Under Permit, enter DUP and hit Enter 7. Under CRN, enter the CRN for which you are granting special permission. Hit Enter 8. Click on Save or hit F10 9. Notify the student about the granted override. The student still needs to login to Banner and register for the course 10. If you need to grant an override to another student, clear the information block (use the Roll Back icon), then clear the key block (press Shift+F4 or just backspace the BID and hit Enter) |
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DUPL EQUIV WITH SEC - xxx message

This status message indicates that the class in which a student is trying to enroll is equivalent to another class (CRN) for which the student has already registered or which was taken previously

If you encounter this error message, please notify your department or the Registrar's Office.

MAXIMUM HOURS EXCEEDED message

Matriculated (Degree-Seeking) students: This status message indicates that enrolling in this course would give a student more than 19 hours of credit. In order to enroll in more than 19 hours in a semester, the students must see their **department secretary** to request an override to enroll in more than 19 hours.

Non-Degree Seeking students: This status message indicates that enrolling in this course would give a student more than 11 hours of credit. In order to enroll in more than 11 hours

in a semester, the student must get approval from the Assistant to the Dean for Academic Standards and Intervention who will determine if the student may enroll in more than 11 hours.

REPEAT COUNT EXCEEDS 1 message

This status message indicates that you are attempting to register for a section that you are currently registered for. Banner will not permit you to enroll in this course. Contact the Registrar's Office directly at 716-878-4811 for more information and to verify if the registration can be permitted.

REPEAT OF COURSE NOT ALLOWED message

This status message indicates that you a student is attempting to register for a non-repeatable course that s/he

- * are currently already taking
- * have taken at BSC and received a grade of C or better
- * have received transfer credit for
- * have exceeded max credits allowed for course

Students who are granted an approved petition stating they can take a non repeatable course a third time need to present a copy of their approved petition to the instructor teaching the course for an override.

The override to be given is called REPEAT HRS.

Faculty

1. Sign-in to [Banner](#)
2. Select the Faculty/Staff Services tab
3. Select Registration Overrides
4. Select a term and click on Submit

Staff

1. Sign-in to [Banner Admin](#)
2. Open the [SFASRPO](#) form
3. Enter student's BID or name (Last, First) and hit Enter
4. Enter a term
5. Move to the lower block by clicking on the Next Block icon or pressing Ctrl+ Page Down

5. On the Student/Advisee ID Selection page, enter student's BID OR last and first name.
6. On the Registration Override page under Override select Repeat Hours. Under Course, select the course for which you are granting the override.
7. Click Submit to confirm
8. Notify the student about the granted override. The student still needs to login to Banner and register for the course
6. Under Permit, select Repeat Hrs from the drop down box
7. Under CRN, enter the CRN for which you are granting special permission. Hit Enter
8. Click on Save or hit F10
9. Notify the student about the granted override. The student still needs to login to Banner and register for the course
10. If you need to grant an override to another student, clear the information block (use the Roll Back icon), then clear the key block (press Shift+F4 or just backspace the BID and hit Enter)

TIME CONFLICT

This status message indicates that a student is attempting to register for a section that is over-lapping in day/time with another section that the student is already registered for. The error message will also notify the student of the CRN that is causing the time conflict.

Banner will stop students from registering from two courses that are being offered at the same day/time or from registering from a section that starts at the same time a course the students have already registered for ends (for example: you are registered for CWP101

Section 00 CRN#0000 that is being offered MWF 11:00am-11:50am and you are attempting to register for MAT103 Section 00 CRN#0000 that is being offered MWF 11:50am-12:40pm.

If you need to grant a TIME override, select "TIME" from the override code drop-down in SSB or INB (SFASRPO).