

Registration Permit Override

Placing a registration permit override in advance of student registration means a student can use myMU to register at their opening time of advance registration. No paper forms are needed and the student does not need to obtain various signatures; unless those signatures are needed for the override to be placed.

You need to develop a method of saving the overrides, whether it is saving the email and a screen shot of the override on your computer or printing them, or another method.

- 1) Log in to Banner
- 2) Access the form SFASRPO Student Registration Permit Override.
- 3) Enter the MU ID number, and term of the course for which an override is needed.
- 4) Query the Permit types by clicking on the three dots “...”in the “Permit” field.
- 5) Select the desired override by double-clicking the code name.

Registration Permit-Override Codes ✕

Criteria

Code	Description
DUPLICATE	Duplicate Course Override
CLASSIFICA	Student Class Override
CLOSED	Closed Class Override
COLLEGE	College Restriction Override
PREREQ	Prerequisite Override
COREQ	Corequisite Override
MAJOR	Major Restriction Override
DEPARTMENT	Department Approval Override

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- DUPLICATE – if a student is requesting to take two of the exact same courses in the same semester.

- CLASSIFICA – If a course is restricted to Freshmen only but you are providing permission for a Sophomore to take the course.
 - CLOSED – The course is a zero enrollment course, or the course capacity is full and a student has received permission to take the course.
 - COLLEGE – There is a college restriction on the course so only those in a certain college can take the course.
 - PREREQ – An existing pre-requisite on a course is being waived so a student can register for the course.
 - COREQ – An existing co-requisite on a course is being waived so a student can register for the course.
 - MAJOR – A student has received permission to take a course that has a major restriction on that course in Banner.
 - DEPARTMENT - A student has received permission to take a course that has a department restriction on that course in Banner.
- 6) You then have the option to place the override on:
- A specific CRN – means that the student can register for that specific CRN and the override is only on that CRN.
 - A subject and course number – means that the student can register for any section of that subject and course for which the override is granted.
 - A subject, course number, and section – a specific section of a course.
- 7) Enter the desired specific override based on what you are overriding, a specific CRN, a course, or a section of a course.
- 8) Depending on how the course is set up more than one override might be needed:
- You need to provide a closed class override
 - You also need to provide a PR override
- 9) You can view the student’s schedule on this form to see already registered courses.
- 10) Save by pressing F10, or clicking “Save” in the lower right-hand side of the web page.
- 11) If the override is for a specific CRN, make sure you provide the CRN to the student and let them know to NOT search for the course in myMU. They only need to enter the CRN on the registration page. It will not let them search for a closed course and then pull the closed course over to register.
- 12) Explain/email the student that they have an electronic override to register for the course and they can now register in myMU.
- 13) You are done!

STUDENT PERMITS AND OVERRIDES

Permit * Permit Description

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STUDENT SCHEDULE

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Error	Link	Crosslist Group	Campus	Schedule Type	Section Status	Block Indicator	Registration Status
							<input type="checkbox"/>																