



UNIVERSITY
OF MANITOBA

Registrar's Office

Aurora

Registration Overrides

BANNER 8

Revised April 2017

Scope: Departments and Faculty/School/College Offices

Purpose: Instructions for entering a registration override in Aurora resulting from a registration error or granting of special permission.

General Information

Registration overrides are entered into Aurora using either Self Service or INB.

Before entering an override, check the student's General Record in Aurora Self Service or in INB SGASTDN to determine if the student is in your Faculty/Department.

Pre-requisite and co-requisite overrides are entered by the student's home faculty (faculty of registration), and only upon receipt of a permission form signed by a suitable authority in the teaching unit, normally the department head (or designate), course coordinator, or instructor. However, *capacity overrides* in classes may only be given by staff authorized by the teaching faculty/school/college of the course.

The *subject and course* must be added with any override code entered. If the override is for a *specific CRN* only, include the applicable CRN.

Overrides can be entered in advance, allowing students to register in Aurora without encountering the error.

If an override has been entered in Aurora Self Service or in INB, it will display in both the Registration Overrides form in Self Service and in the SFASRPO form in INB.

Enter only the override(s) required for the student to register for their course. Unnecessary/irrelevant overrides impact reporting and processing of student records. See the table of overrides at the end of this document for further information.

This document contains the following:

Registration Overrides in Aurora Student Self Service	2
Registration Overrides in INB – SFASRPO	3
Registration Processing with Overrides	4
Registration Overrides Table	5

Registration Overrides in Aurora Self Service

1. Go to **Advisor Services**, select **Registration Overrides**.
2. Select the appropriate **term**, and enter the **Student ID**.
3. This form is used to enter overrides as well as to view existing overrides for that term.
4. Using the dropdown menu select the appropriate **override type** (e.g. Prerequisite Waiver) in the **Override** column, as well as the **Course Number**. **Submit**.

Registration Overrides

Override	Course Number
Prerequisite Waiver	STAT 2000
None	
None	

Submit

5. Verify and submit again. If the student is to be *restricted to a specific section* of a course, select the section **CRN** before submitting.

Registration Overrides

Override	Course Number	Section	Activity Date
Prerequisite Waiver	STAT 2000	AJ A01	Jan 06, 2017

Submit

The override and course will display under **Current Student Overrides**.

Registration Overrides

Override	Course Number
None	
None	
None	

Submit

Current Student Overrides

Override	Course	Activity Date	Entered by
Prerequisite Waiver	STAT 2000	Jan 06, 2017	STRANGDL

- If the course is a term spanning course, **overrides must be added to BOTH terms** (Part A and Part B) to enable registration for both parts of the spanned course (e.g. ENGL 1200 needs a Registration Override in 20XX90 and 20XX10). If restricting the student to a specific section of the course, you will require the CRNs for both Part A and Part B of the course.

Registration Overrides in INB – SFASRPO

- Enter the **Student ID** and **Term**, Next Block.
- Enter the appropriate **override code** (e.g. PREREQ) in the **Permit** column, as well as the **Subject** and **Course Number**.

Note: You can access the list of permit codes by selecting the arrow beneath “Permit”.

- If the student is to be restricted to a specific section of a course, enter section **CRN** as well. **Save**.
- If the course is a *Spanned course*, **overrides must be added to BOTH terms** (Part A and Part B) to enable registration for both parts of the spanned course (e.g. ENGL 1200 needs a SFASRPO override in 20XX90 and 201XX0). If restricting the student to a specific section of the course, you will require the CRNs for both Part A and Part B of the course.

The screenshot shows the 'Student Permits and Overrides' interface. At the top, there is a table with columns: Permit, CRN, Subject, Course Number, Section, User, and Activity Date. The 'Permit' dropdown is set to 'PREREQ' with the description 'Prerequisite Waiver'. The 'Subject' is 'STAT' and 'Course Number' is '2000'. Below this is the 'Student Schedule' table with columns: CRN, Part of Term, Subject, Course Number, and Section. The first row contains: 1077, P1, SOC, 3660, A01. A dropdown menu titled 'Registration Permit-Override Codes' is open, showing a list of codes and descriptions: DUPLICATE (Allow Duplicate Course), LEVEL (Level Restriction Override), MAJOR (Major Restriction Override), PRE&CO (Prereq & Coreq Waiver), PREREQ (Prerequisite Waiver), LINK (Allow Link Override), PROGRAM (Program Restriction Override), SPEC APPR (Special Approval Granted), and TIME (Allow Timetable Conflict). Buttons for 'Find', 'OK', and 'Cancel' are at the bottom of the dropdown.

Registration Processing with Overrides

Registration errors are displayed one by one. When an override is given for one error another error may be encountered.

As each error is displayed, your office should verify that the student is eligible to take the course and the override should be given.

To improve registration efficiency, log into self-service twice, opening two instances of Aurora Self-Service – one with the Add or Drop Courses page and one with the Registration Overrides page for the same student. As you encounter registration errors in Add or Drop Classes, add the override in the other instance of Self-Service on Registration Overrides. This will save you from having to switch screens back and forth between the two pages while you are trying to register the student.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Registered on Jun 15, 2016	None	10557	ANTH	1210	A01	Undergraduate	3.000	Standard Letter Grade Hum
Drop/Delete on Jun 23, 2016	None	10089	STAT	1000	A01	Undergraduate	0.000	Standard Letter Grade Basi

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 17.000
Date: Jun 28, 2016 03:57 pm

Registration Add Errors

Status	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
DUPLICATE CRN	10557	ANTH	1210	A01	Undergraduate		Human Origins and Antiquity

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Registration Overrides for

Choose an Override from the dropdown menu, and enter a Course number (e.g. MATH 1020) - case and centre space insensitive. . . override apply, or you can have it apply to all sections.

Override	Course Number
None	<input type="text"/>
None	<input type="text"/>
None	<input type="text"/>

Current Student Overrides

Override	Course	Activity Date	Entered by
Repeat Override	STAT 1000	Jun 23, 2016	STRANGDL

Registration Overrides Table

Override Code	Description	Registration Error	Use when.....but is approved to take the course.
ATTRIBUTE	Student Attribute	Student Attribute Restriction - This course is restricted to students with a certain Attribute.	the student does not have the required attribute
CAMPUS	Campus Restriction Override	Campus Restriction - This course or section is restricted to students associated with a specific campus.	the student's campus differs from the course campus. (i.e., M, STB)
CAPACITY	Full Capacity/Space Override	Closed - this section is full.	the course is full **This override is granted by the scheduling faculty only.** Keep room size in mind when giving capacity overrides.
CLASS	Class Restriction Override	Year Class Restriction - This course or section is restricted to students in a certain Year Class.	the student's year class differs from the restriction on the course
COHORT	Student Cohort	Cohort Restriction - This course or section is restricted to students in a certain Cohort.	the student does not have the required cohort
COLLEGE	College Restriction Override	Faculty/School Restriction - This course or section is restricted to students in a specific faculty/school.	the student is not in the faculty/school
COREQ	Corequisite Waiver	Corequisite Required – 'Corequisite course' must be taken concurrently with this course. You must register for both course sections at the same time.	the student is not registering for the corequisite course at the same time
DEGREE	Degree Restriction Override	Degree Restriction - This course or section is restricted to students in a specific degree program.	the student is not in the restricted program
DUPLICATE	Allow Duplicate Course	Duplicate Course with Section xxx	the student currently has a registration in the course number in the same term
FLDOFSTUD	Field of Study	This course or section is restricted to students with a certain field of study.	the student is not in the field of study (major/minor/concentration)
LA	Not Subject to Limited Access	Repeated course (or equivalent) – Refer to Academic Policy Changes	the student completed or withdrew from the course in 201690 or earlier, OR the student is no longer subject to Limited Access
LB	Not Subject to LA Part B	Term span error in XXXXX (in Part A term) Repeated course (or equivalent) – Refer to Academic Policy Changes (in Part B term)	the student is not subject to limited access in Part A term of a term spanning course and must also be registered in Part B
LEVEL	Level Restriction Override	Level Restriction - This course or section is restricted to students in a certain level of study.	the student is in a different level (i.e., ND, GR, UG)
LINK	Allow Link Override	Linked Course Required - This course must be taken as a lecture and lab/tutorial combination. You must register for both the lecture and the lab/tutorial sections at the same time.	the student does not need to (re)take the lecture or lab
MAJOR	Major Restriction Override	'Major' Restriction - This course or section is restricted to students with a certain Major.	the student is not in the restricted major
MUTEX*	Mutually Exclusive Override	Mutual Exclusion – Course xxx is similar to this course OR the sequence in which you take these courses matters OR the topic matters. Please contact your faculty for permission and more information. **Also see SEQ and TOPIC overrides.**	the student currently has a course in academic history that is similar to this course. The student will lose credit for the mutually exclusive course.

Override Code	Description	Registration Error	Use when.....but is approved to take the course.
PRE&CO	Prereq & Coreq Waiver	Prerequisite Error - You do not appear to have the correct pre/corequisite to take this course. Please review the course description for pre/corequisite requirements; contact your faculty if needed.	the student does not have the prerequisite and corequisite
PREREQ	Prerequisite Waiver	Prerequisite Error - You do not appear to have the correct pre/corequisite to take this course. Please review the course description for pre/corequisite requirements; contact your faculty if needed.	the student does not have the prerequisite
PROGRAM	Program Restriction Override	Program Restriction - This course or section is restricted to students in a specific program.	the student is not in the restricted program
REPEAT	Repeat Override The Repeat Override is no longer in use effective Summer 2017		
SEQ*	Approved Course Sequence	Mutual Exclusion – Course xxx is similar to this course OR the sequence in which you take these courses matters OR the topic matters. Please contact your faculty for permission and more information. **Also see MUTEX and TOPIC overrides.**	the student is taking the courses in the correct order The student should keep credit for both courses.
SPEC APPR	Special Approval Granted	Advisor Approval Required Dean/Director Approval Required Dept Head Approval Required Instructor Approval Required	approval of the Advisor OR Dean/Director OR Department Head OR Instructor is required
TIME	Allow Timetable Conflict	Time Conflict with CRN xxx - This section overlaps with another course that you have registered for CRN xxx; you cannot register for both of these sections.	the student is registered for another course at the same time
TOPIC*	Approved Different Topic	Mutual Exclusion – Course xxx is similar to this course OR the sequence in which you take these courses matters OR the topic matters. Please contact your faculty for permission and more information. **Also see SEQ and MUTEX overrides.**	course topics are different The student should keep credit for both courses.
VISITOR	VS Override for courses on LOP	One or more of the restrictions exist: <ul style="list-style-type: none"> • Pre-requisite • Co-requisite • Duplicate course • Repeat Hours • Repeat Limit • Student Attribute • College • Campus • Year Class • Level • Program • Degree • Field of Study • Mutual Exclusion 	the student is a visiting student The Visitor override is wide open. Some courses have restrictions that should not be overridden for visitors. Please respect faculty regulations in regard to external students.

*For further information on and examples of MUTEX, SEQ and TOPIC overrides, see the document “Applying SEQ, TOPIC, & MUTEX Overrides”.