



UNIVERSITY
OF MANITOBA

Registrar's Office

Registration Overrides

Banner 9

May 2018

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General Information

Registration Overrides are entered into Aurora using Self Service or INB.

Before entering an override, a check of the student's General Record in Aurora Self Service or in INB SGASTDN needs to be completed to determine if the student is in your faculty/department.

Pre-requisite and co-requisite overrides are entered by the student's home faculty and only upon receipt of the appropriate permission form (must be 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.

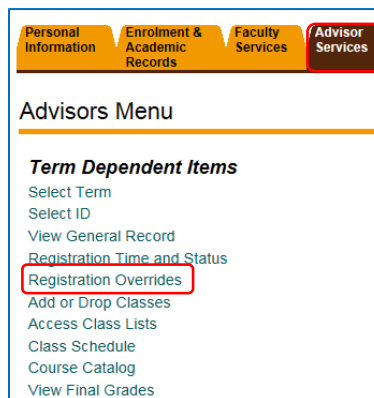
Overrides can be entered in advance, allowing students to register in Aurora without encountering the error.

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.

Registration Overrides in Aurora Self Service

1. Log in to Aurora Self Service.
2. Click the ADVISOR SERVICES tab and select REGISTRATION OVERRIDES (this for is used to enter overrides as well as view existing overrides for the term you enter).



3. Select the appropriate TERM and enter the STUDENT ID and click SUBMIT.

4. Using the dropdown menu, select the appropriate OVERRIDE TYPE (e.g. Prerequisite Waiver) in the OVERRIDE column. In the COURSE NUMBER column, enter the SUBJECT and COURSE number (e.g. STAT 1000); click SUBMIT.

The screenshot shows the 'Registration Overrides' form. On the left, a dropdown menu is open, listing various override types such as 'None', 'Student Attribute', 'Campus Restriction Override', 'Full Capacity/Space Override', 'Class Restriction Override', 'Student Cohort', 'College Restriction Override', 'Corequisite Waiver', 'Degree Restriction Override', 'Allow Duplicate Course', 'Extended Education', 'Field of Study', 'Not Subject to Limited Access', 'Not Subject to LA Part B', 'Level Restriction Override', 'Allow Link Override', 'Major Restriction Override', 'Mutually Exclusive Override', 'Prereq & Coreq Waiver', 'Prerequisite Waiver', 'Program Restriction Override', 'Approved Course Sequence', 'Special Approval Granted', 'Allow Timetable Conflict', 'Approved Different Topic', and 'VS Override for courses on LOP'. The 'Prerequisite Waiver' option is highlighted. To the right, the 'Course Number' field contains 'STAT 2000'. Below the dropdown, there are three more rows with 'None' selected in the dropdown and empty 'Course Number' fields. A 'Submit' button is located at the bottom right of the form.

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

The screenshot shows the 'Registration Overrides' form with the 'Section' dropdown menu open. The 'Override' is 'Prerequisite Waiver' and the 'Course Number' is 'STAT 1000'. The 'Section' dropdown is currently set to 'All' and lists various section numbers including B06, B09, B11, B15, B18, A03, B10, B16, B17, B03, B05, B07, B08, B13, B21, I61, A04, D01, B14, B19, A02, I61, B02, B20, A05, B01, B04, A01, and B12. A 'Submit' button is highlighted with a red box. The text 'RELEASE: 8.5.3' is visible at the bottom left of the form.

- The override and course will display in the CURRENT STUDENT OVERRIDES section.

Registration Overrides

Override	Course Number
None	
None	
None	

Submit

Current Student Overrides

Override	Course	Activity Date Entered by
Prerequisite Waiver	STAT 1000 A02	May 02, 2018 UMOWEN4

- 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 the student is being restricted to a specific section of the course, you will require the specific section for both Part A and Part B of the course.

Registration Overrides in INB – SFASRPO

- In INB, go to SFASRPO.
- Enter in the student ID number in the ID field and the term in the TERM field; click GO.

Student Registration Permit-Override SFASRPO 9.3.6 (BANDVL1)

ID: ... Term: ...

Get Started: Fill out the fields above and press Go.

- Enter the appropriate Override Code (eg. PREREQ) in the PERMIT field. If needed, click the LOOKUP button [. . .] to see a list of Registration Permit-Override Codes. Select the appropriate code and click OK.

Registration Permit-Override Codes

Criteria

Code	Description
ATTRIBUTE	Student Attribute
CAMPUS	Campus Restriction Override
CAPACITY	Full Capacity/Space Override
CLASS	Class Restriction Override
COHORT	Student Cohort
COLLEGE	College Restriction Override
COREQ	Corequisite Waiver
DEGREE	Degree Restriction Override
DUPLICATE	Allow Duplicate Course
EE	Extended Education

Record 1 of 25

- Enter the CRN in the CRN field. The SUBJECT and COURSE NUMBER field will automatically populate. If the wrong SUBJECT and COURSE NUMBER is showing, double check the correct CRN has been entered.

Permit *	Permit Description	CRN	Subject	Course Number	Section
PREREQ	Prerequisite Waiver	50080	STAT	1000	A01

- Click SAVE (bottom right corner). The confirmation message below will appear in the top right hand corner, confirming the changes made.

ADD
RETRIEVE
RELATED
TOOLS
1

✔ Saved successfully (1 rows saved)

- 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 SFASRPO in 20XX90 and 20XX10). If the student is being restricted to a specific section of the course, you will require the specific CRNs for both Part A and Part B of the course.

Registration Processing with Overrides

Registration errors are displayed one by one (a student may get two error messages but only one will display at a time). 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 in to Self Service twice, opening two instances of Aurora Self Service – one with the Add or Drop Courses page and one the Registration Overrides page for the same student. As registration errors are encountered in the Add or Drop Classes page, add the override in the other instance of Self Service on Registration Overrides. This will save time from having to switch screens back and forth between two pages while 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 Human
Drop/Delete on Jun 23, 2016	None	10089	STAT	1000	A01	Undergraduate	0.000	Standard	Letter	Grade Basic S

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	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"/>
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Registration Overrides for

New T. Student

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
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 	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.

Registration Overrides

Created May 2018

		<ul style="list-style-type: none">• Program• Degree• Field of Study• Mutual Exclusion	
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*For further information and examples of MUTEX, SEQ and TOPIC overrides, see Applying SEQ, TOPIC & MUTEX Overrides on the Registrar's Office [How To page](#).