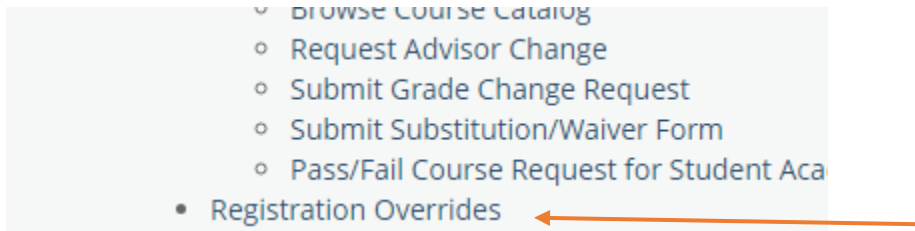


1. Click on Registration Overrides.



2. If the screen does not come up directly after clicking the link, type SFASRPO on the landing page that appears.
3. Enter the student ID.
4. Enter the term.
 - a. For the term, enter the year followed by 01 for spring term, 05 for summer term, 09 for fall term.
 - i. Ex: Fall 2023 would be 202309; Spring 2024 would be 202401.
5. Click Go in the upper right.

A screenshot of a web application form titled 'Student Registration Permit-Override Form SFASRPO 9.3.27 (TEST0927)'. The form has a blue header bar with the title. Below the header, there are two input fields: 'ID:' with the value '000770733' and 'Term:' with the value '202309'. To the right of the 'ID:' field is a dropdown menu with three dots. Below the input fields is a gray box with the text: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press E'.

6. In the Permit field, click the three dots to the right and choose the override from the menu.

ellucian Student Registration Permit-Override Form SFASRPO 9.3.27 (TEST0927)

ID: 000770733 Musketeer, Xavier Term: 202309 Fall Semester 2023

STUDENT PERMITS AND OVERRIDES

Permit *	Permit Description	CRN	Subject	Cour

1 of 1 5 Per Page

STUDENT SCHEDULE

CRN	Part of Term	Subject	Course Number	Se

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Registration Permit-Override Codes

Criteria

Code	Description
ALL	Override All Restrictions
CLOSED	Override Closed Class
CO/PRE REQ	Override Co-Req and Pre-Req
MAJOR	Override Major Restriction
TIME	Override Time Conflict

1 of 1 10 Per Page Record 1 of 5

Cancel OK

- Enter the CRN. The subject, course number and section should auto-populate.
- Click Save in the bottom right to complete.

D: 000770733 Musketeer, Xavier Term: 202309 Fall Semester 2023

STUDENT PERMITS AND OVERRIDES

Permit *	Permit Description	CRN	Subject	Course N
ALL	Override All Restrictions	96845	MACS	101

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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
							☐	☐	☐	☐	☐	☐	☐			

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9. The override is now available for the student.