

Office of the Registrar

Student Registration Permit-Override (Banner INB)

- Logon to Ursa at https://ursa.unco.edu using your network username and password.
 - Access **Production Banner (INB)** via the link under your **Employee** tab.
 - Go to **SFASRPO** using the **SEARCH** field.
 - Enter the student's Bear Number in the ID field.
 - Enter the term in the **Term** field (e.g. 200650 = Fall 2006) or use the **Term** dropdown menu to select the term you want.
 - Perform a Next Block using the GO button or by using the shortcut keys: Ctrl + Page Down.
 - Using the **Permit** drop-down menu, choose either:
 - **CAPACITY** Overrides only capacity of class
 - INSTCONS Overrides both pre-req and capacity
 - ICEXCAP Overrides a pre-req, but not the capacity
 - **TMCONFLICT** Overrides a time conflict with another course
 - MUTEXC Overrides a mutually exclusive restriction
 - Enter the Course Record Number (CRN) for the class in the CRN field.
 - Save by using the **Save** button or by using the shortcut key: **F10**.
 - To release additional course sections, select **Insert**. A blank row will appear.

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Reviewed: 02/03/22