Log in to the Banner system using your UTRGV credentials:

https://mysis.utrgv.edu/

On the Welcome page, type in SFASRPO, then press enter:

In SFASRPO, enter the student ID number and Term code, then click Go:
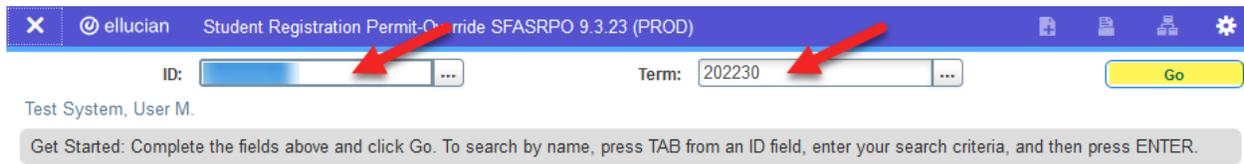
Click on the search button with the three dots to get a list of available overrides:
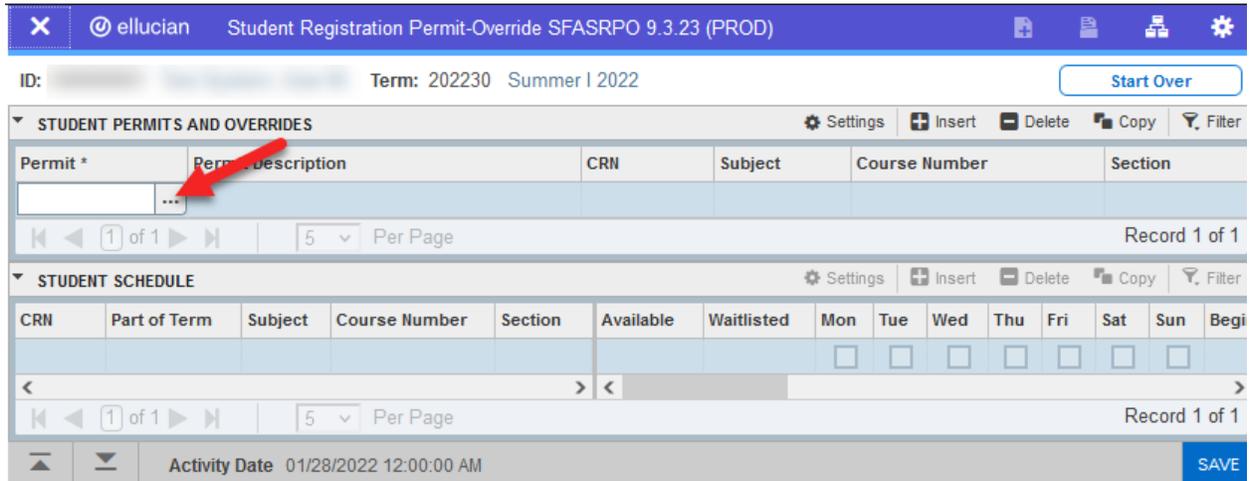
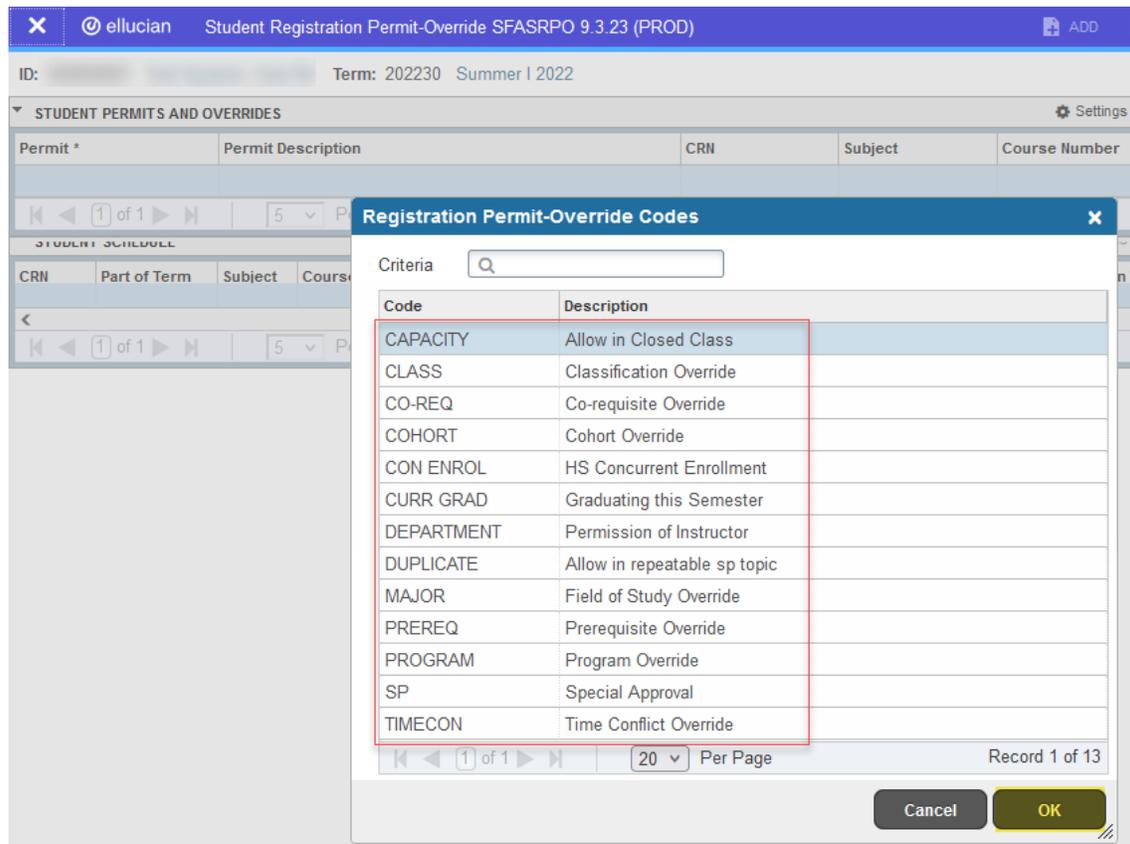**Select the appropriate override then click OK.** *(Note: When unsure which override to select, ask the student to provide you a snapshot of the registration error they are receiving in their attempt to register)*:

Code	Description
CAPACITY	Allow in Closed Class
CLASS	Classification Override
CO-REQ	Co-requisite Override
COHORT	Cohort Override
CON ENROL	HS Concurrent Enrollment
CURR GRAD	Graduating this Semester
DEPARTMENT	Permission of Instructor
DUPLICATE	Allow in repeatable sp topic
MAJOR	Field of Study Override
PREREQ	Prerequisite Override
PROGRAM	Program Override
SP	Special Approval
TIMECON	Time Conflict Override

Once the Permit code is added/selected, enter the class CRN number if the student is restricted to a particular class section, then click the Save button:

If the student is NOT restricted to a particular class section, do not enter a CRN number. Instead, enter the course subject and course number. Click the Save button:

If you do not have access to process class overrides in your department, you may request access through the *UTRGV Support Center* application in my.utrgv.edu: