How to Grant Mass Overrides for Courses Requiring Special Approval

If a section requires special approval you can approve permits for multiple students at once.

Login to SZACROM

1. Go to the GVSU homepage (www.gvsu.edu), then click the **Fac/Staff** navigation link:

2. Select the **Banner** link under the Faculty column.
3. Then select Internet Native Banner (INB)

4. Log in to Internet Native Banner using your Banner INB ID (e.g., bluetesl) and Banner INB password:

5. Enter the form name **SZACROM** into the “Go To…” box:
6. You can grant overrides for either a specific section or for all sections of a particular course in a specific term.
   a. To grant permits for a specific section enter the term and CRN for the section for which you are granting permits. The course subject, number, section, and title will fill in.
   b. To grant permits for all sections enter the term and choose the subject and course from the Subj & Course drop down.
7. Click the box below Student ID and enter the first student’s G-number. The student’s name will auto-populate. **Please note the “G” must be capitalized.** Place your cursor in the field below that to enter the next student’s information. Continue with this process until you have entered all of the students’ IDs.

8. Once you have entered all of the IDs, click the “Grant Overrides” button. A pop-up box will appear. Click ok. **Please note that an email will not be automatically sent to the student.**
9. If you need to enter permits into multiple sections for the same group of students, do not roll back. Instead, place your cursor in the term or CRN field and enter the next section’s information. The list of students will remain. Click Grant Overrides.
10. Repeat process for multiple sections. Click Reset or Roll back to clear the list of students.

11. To view the override on an individual student’s record go to **SZASRPO**. The request will have an Approved status and “Group override” will be noted in the internal comments box. The message to the student will say “Departmental permission has been granted.”
12. The student will be able to view the override in the Registration Override Requests Summary in the student’s myBanner:

**Registration Override Requests**

<table>
<thead>
<tr>
<th>Select</th>
<th>Term</th>
<th>Course</th>
<th>Status</th>
<th>Submit Date</th>
<th>Message to Student</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall 2015</td>
<td>HNR 217 01</td>
<td>Approved</td>
<td>09-JUN-2015</td>
<td>Departmental permission has been granted.</td>
</tr>
</tbody>
</table>

13. The student can now register for the class. Please remember that the student will not receive an email notification.