HOW TO OVERRIDE CATALOGUE VALUES IN BANNER SIS
Schedule Override Form (SSAOVRR)

General:

The *Schedule Override Form* is used to override Catalogue values of College at the section level.   The section must already exist.

Check List:

Before you proceed, you must have the following information:

❖   Administering faculty (different from what was entered at the Catalogue level)

Remember: The bottom left of the form displays errors and warnings. This area is referred to as the auto-hint line and should be consulted if you are experiencing any problems. Even if you are not experiencing difficulties you should always keep an eye on this bar, especially if you are updating fields, as it provides important information such as warnings and errors that do not necessarily block your progress.

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Accessing the " Schedule Override Form" (SSAOVRR)

Type the name of the form SSAOVRR in the Direct Access field.
(OR)

Use the Menu Selection:
1) *Access* Products Menu
2) *Select* Student System Menu
3) *Select* Class Schedule Menu
4) *Select* Schedule Override Form (SSAOVRR)

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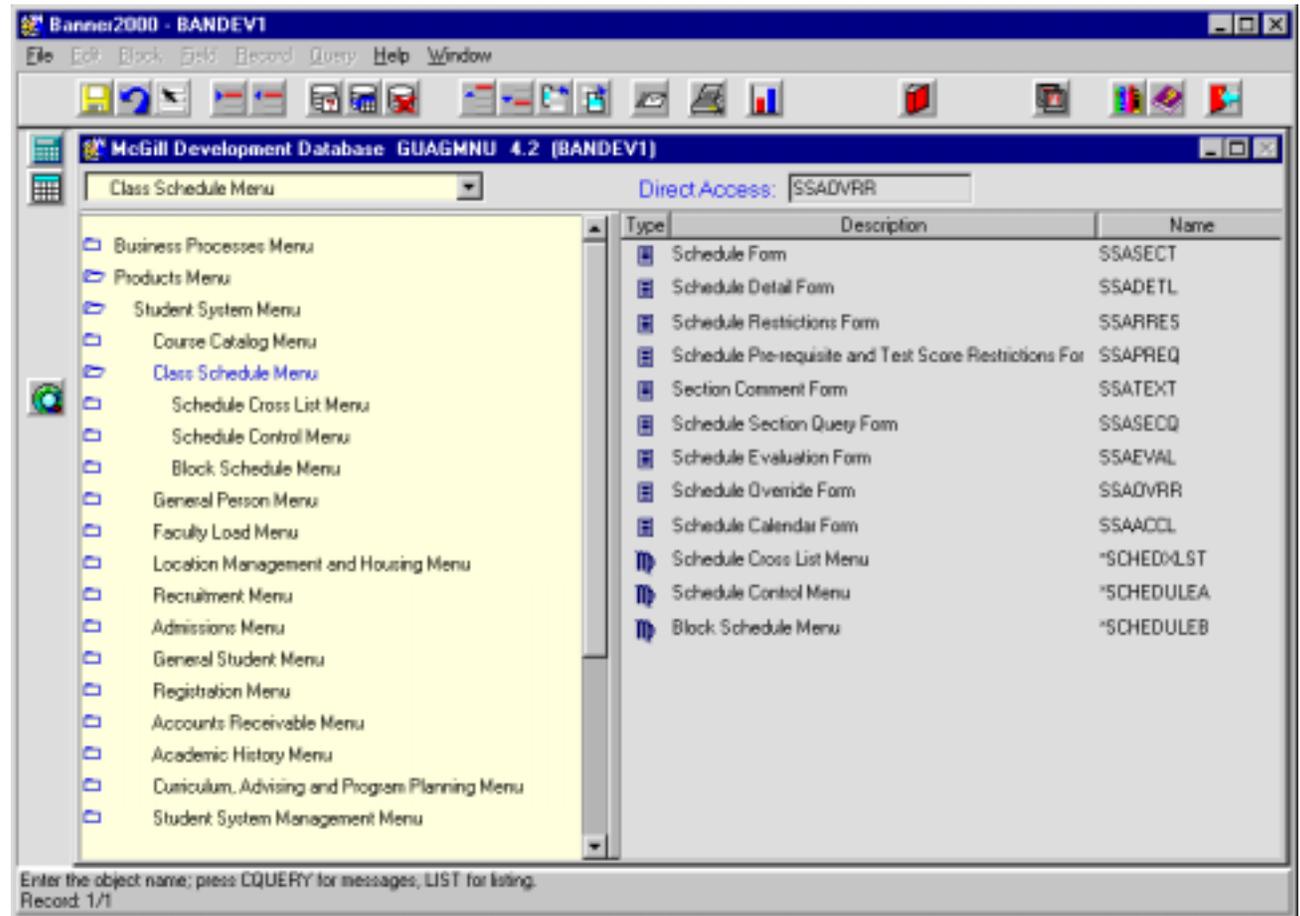
The adjacent screen will appear:

Note: Numbers have been added to the adjacent form to help find and identify the different fields. These numbers correspond to the table below, which not only describes what a user needs to enter in each individual field but also defines or explains the field's purpose.

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✔	1.	Term	LOV button brings you to a window where you can select from 2 options - "List of Terms" brings you to the STVTERM validation table where you can		6 characters, required Please see SSASECQ documentation.	Validation Table referenced: Term Validation Table (STVTERM)

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
			select a valid term - "View Existing Sections (SSASECQ)" where you can search for existing sections.			
✔	2.	Course Ref. Number	Enter the 5-digit CRN.		Course Reference Number (CRN). Required field.	Validation Table referenced: Schedule Section Query Form (SSASECQ)
	3.	Subject			Display only, based on the CRN selected.	
	4.	Course			Display only, based on the CRN selected.	
✔			Proceed to the **Next Block** by clicking the icon, or by pressing Ctrl + Page Down on your keyboard.			
	5.	College	= faculty		2 characters, optional.	Validation Table referenced: College Validation Form (STVCOLL)
	6.	Division	Not used.			
	7.	Department	Not used.			Validation Table referenced: Department Validation Form (STVDEPT)
	8.	Taxonomy of Program	Not used.			Validation Table referenced: Taxonomy of Program Validation Form (STVTOPS)

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