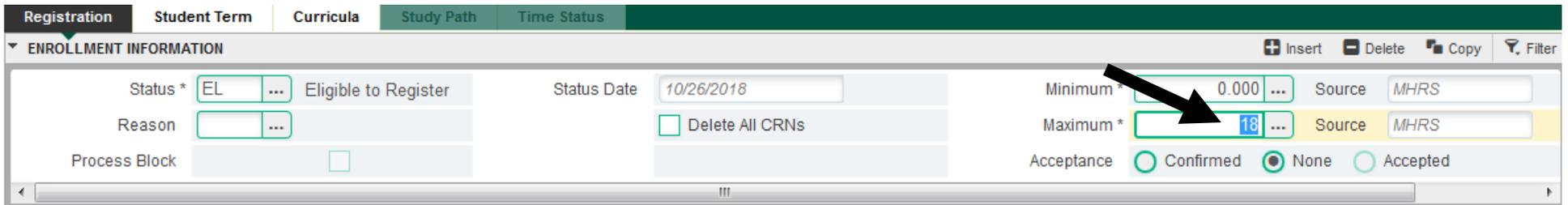


Course Overload Override Using Internet Native Banner (INB)

Navigate to **SFAREGS**, enter the term, the student's T-number and click **Go**.

You must increase the Maximum Hours BEFORE enrolling the student in the overload hours.



The screenshot shows the 'ENROLLMENT INFORMATION' section of the SFAREGS system. The 'Maximum' field is highlighted in yellow and contains the value '18'. A black arrow points to this field. Other fields include 'Status *' (EL), 'Status Date' (10/26/2018), 'Minimum *' (0.000), 'Source' (MHRS), 'Reason', 'Process Block', and 'Acceptance' (None selected).

Status *	EL ...	Eligible to Register	Status Date	10/26/2018	Minimum *	0.000 ...	Source	MHRS
Reason	...		<input type="checkbox"/> Delete All CRNs		Maximum *	18 ...	Source	MHRS
Process Block	<input type="checkbox"/>				Acceptance	<input type="radio"/> Confirmed <input checked="" type="radio"/> None <input type="radio"/> Accepted		

Tab to the "Maximum" field and enter the hours as approved by the Dean and Save (F10) twice, then click next-section to proceed with the registration.

NOTE: You can increase the maximum hours even if registration exists for that term (e.g. student is enrolled in 18 hours and wants to add three more).