

## HOW TO ASSIGN PERMIT-OVERRIDE CODES TO STUDENTS IN BANNER SIS Student Registration Permit Override Form (SFASRPO)

### General:

The *Student Registration Permit Override Form* is used to assign specific permit-override codes to individual students on a term and course or section basis. When a code is assigned to a student for a specific term, the CRN (Course Reference Number), Subject, Course and Section number fields are available to specify when assigning the specific permit-override code.

At a minimum, a subject and course number must be designated when assigning a code. If a subject and course number are specified, the permit-override registration error checking will apply to any section of that subject and course number when the student registers. If a specific CRN is entered, the subject, course number, and section number will default. If a subject, course number, and section number are entered, the CRN will default. Multiple permit-override codes can be assigned to the same subject and course number combination, or the same CRN.

### Check List:

Before you proceed, you must have the following information:

- ❖ Term Code
- ❖ Student's Identification Number

**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.

## Accessing the "Student Registration Permit Override Form" (SFASRPO)

Type the name of the form **SFASRPO** in the Direct Access field.

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 defines or explains each field's purpose.

In the table below, text inside {} brackets refer to Banner functions that are performed with buttons, menu items, or keystrokes.

Fields that have a red check mark (✓) in the **Req'd** column are required fields and need to be filled in with the appropriate data (see **Explanation/Description** column for details).

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✓	1.	Term	Enter the term code if known, or double click to select the code from Term Code Validation		Term codes consist of the calendar year and month when that term normally commences. For example, the term code for	Form referenced: <a href="#">Term Code Validation Table (STVTERM)</a>

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
			Table (STVTERM) to select a term.		Fall 2002 will be 200209 (year 2002, month 09 September). <b>Note:</b> A general student record must exist for the term specified.	
✓	2.	ID	Enter the ID number of the person you wish to update. If the ID is unknown click on the search icon to perform a Person Search on <a href="#">SOAIDEN</a> .		Student Identification number.	Form referenced: <a href="#">Person Search Form (SOAIDEN)</a>
✓			Proceed to the <b>Next Block</b> by clicking the icon or by pressing Ctrl + Page Down on your keyboard			
<p><b>Student Permits/Overrides:</b> This block is used to assign permit override codes. Permit-override types can be assigned only when they have been authorized for the term in the Key Block using the <a href="#">Registration Permit-Overrides Control form (SFAROVR)</a>.</p>						
	3.	Permit	Double click for Registration Permit-Override Codes types.		Registration permit-override code and description <b>Permit types:</b> <i>APPROVAL:</i> Used to override Instructor Approval, Placement Test, Advisor Approval, Department Approval restrictions. <i>CO-PRE-REQ:</i> Used to override Co and Pre Requisite restrictions. <i>CAPACITY:</i> Overrides seating capacity restriction. <i>PROGRAM:</i> Overrides Program, Level, College, Degree, Major and Class restrictions.	List referenced: <a href="#">Registration Permit - Override codes</a>

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
	4.	CRN	<p>Enter a valid CRN  <b>or</b> perform a {Search} by double-clicking the flashlight.  An option list will appear with the following choices:  a) Search for Sections  b) View Section Information  c) View Detailed Results – <b>do not use</b></p> <p><b>Search for Sections:</b> Activates <a href="#">Registration Section Query Form (SFQSECM)</a>. Execute a query to search for all CRNs related to a particular session.  <b>View Section Information:</b> Activates <a href="#">Registration Course Query Form (SFQSECT)</a>. Provides details on a particular CRN, such as where and when the course is scheduled.</p>		Course reference number.	<p>Form referenced:  <a href="#">Registration Section Query Form (SFQSECM)</a></p> <p><a href="#">Registration Course Query Form (SFQSECT)</a></p>
✓	5.	Subject			Subject area associated with the class section. Defaults from the class schedule if you enter the course reference number instead of the subject, course number and section.	Form referenced: <a href="#">Registration Section Query Form (SFQSECM)</a>
✓	6.	Course			Course code associated with the class section. This field will default from the class schedule if	Form referenced: <a href="#">Registration Section Query Form (SFQSECM)</a>

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
					you enter the course reference number instead of the subject, course number and section.	
	7.	Section			Section number associated with a class section. Defaults from the class schedule if you enter a course reference number instead of subject, course number and section.	Form referenced: <a href="#">Registration Section Query Form (SFQSECM)</a>
	8.	User			Identification number of the user that assigned the override-permit code.	
	9.	Activity Date			Date of the most recent change.	

**Student Schedule (Display Only):** The information displayed here is the same as that in the Student Schedule section of the [Registration Section Query Form \(SGAREGS\)](#).

	10.	CRN			Course reference number associated with the class section.	Form referenced: <a href="#">Registration Section Query Form (SFQSECM)</a>  <a href="#">Registration Course Query Form (SFQSECT)</a>
	11.	P/T			Part of term indicator. 1 – Full term F – First spanned term G – Second spanned term H – Third spanned term	
	12.	Subject			Subject code.	
	13.	Course			Course number.	
	14.	Section			Section number.	
	15.	Avail			Seats available in section.	
	16.	Wait			Waitlist.	

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
	17.	M, T, W, R, F, S, U			Days of the Week. Optional check boxes. Updated automatically when a meeting time code has been entered. <b>Note:</b> even if a meeting time code has been used to fill in these fields, they can still be changed manually.	
	18.	Beg			Start date.	
	19.	End			End date.	
	20.	Err				
	21.	Link				
	22.	Cl				
	23.	Camp			Campus code. 1 = downtown campus 2 = Macdonald campus 3 = Off-campus	
	24.	Schd			Schedule type code. For example, A= Lecture.	
	25.	St				
	26.	Bl				
	27.	Stat			Status of the section (A=Active, I=Inactive, =Cancelled, T=Temporarily closed). L=Loaded (initial) – valid for initial load only.	