

How to enter a Permit(s) on a Student's Record using SFASRPO

Assigning Permits to Allow Web Registration for Restricted Courses and Course Sections:

(Before you begin, please have the Student ID, CRN and Term ready.)

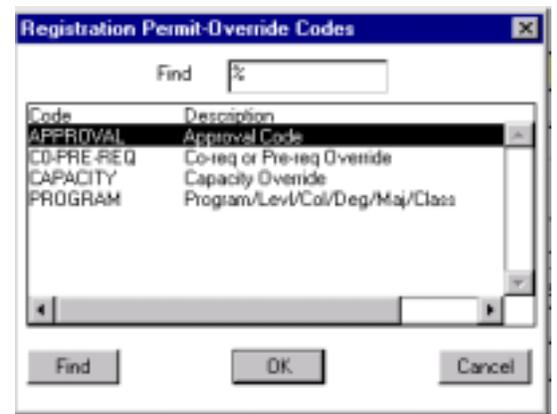
1. Type **SFASRPO** in the **Direct Access Field** on the Main Menu and hit **Enter**, or select **SFASRPO** from the **Registration Folder** in the **Student System Fast Track Menu**.
2. Enter the **Term** (ie 200209) for which you wish to assign the permit. Press **Tab**.
3. Enter the student's **ID** and the name will default. (Go to step 5.)
4. **Search** for the **ID** if you only have the student's name, by clicking on the flashlight  . This will link you to McGill's Person Search Form (GYASINS).

In **GYASINS**, tab to the **Last Name** field and enter student's last name surrounded by percentage (eg. %Banner% to get a list of all people with the last name Banner). Hit **F8** or use the **Execute Query** icon. Select by double clicking on the name, this will bring you back to the calling form (**SFASRPO**).

5. Click on the **Next Block** icon  or, use **Ctrl-Page Down** to navigate to the Permit block of the form

6. **Double-click** in the Permit field to pull up a pick list of Permit codes. 

7. **Click** on the appropriate Permit code to highlight it, then **click** on **OK**.



8. Enter in either the **CRN** to apply the Permit to a specific Course Section **OR** leave the **CRN** blank and enter the **Subject** code and **Course** number. This allows the student to select the section of the course that best fits their schedule. (See Note below)

9. **Click** on **Save**.  Your **userid** should appear in the **User** column.

10. To add another permit for the same student in the same **Term**, press the down arrow on your keyboard. Repeat steps 6 – 9. To add another permit for either the same student in a different **Term**, or for another student, **Rollback**  and change either your **Term**, **Student ID**, or both. Repeat steps 3 – 9.

11. If you are done assigning permits, click on **Exit**  to close the form, and once again to end your Banner session. **NEVER LEAVE YOUR BANNER SESSION ACTIVE IF YOU STEP AWAY FROM YOUR TERMINAL.**

Note: Permit Types

Approval – Overrides the approval code block entered on class schedule for a particular section. The 4 types of blocks it overrides are Departmental Approval, Instructor Approval, Advisor Approval and Placement Test Required.

Co-pre-req – Overrides the fact that a student is not concurrently registering for the co-req, or that a student has not successfully taken the pre-req for the course. **THIS PERMIT WILL NOT BE USED BEFORE AUGUST 2002, WHEN ACADEMIC HISTORY WILL EXIST IN BANNER.**

Capacity – Allows a student to register for a course section that has already reached its' maximum enrolment set in class schedule.

Program – Overrides any registration restrictions existing for a course section. These include Level, College, Program, Major, Degree, etc. eg. You may issue this type of permit to allow a grad student into an undergraduate level course.

It is important to note that issuing one type of permit does not mean that a student will be allowed to register. For example, if you give someone an **Approval** permit and the section they try to register for is full, they will not get in. You would then have to issue them a **Capacity** permit as well. *Happy permitting!!*