








Student Registration Permit-Override SFASRPO

This form allows users to enter overrides and grant permissions for a course/section so that the student may register on-line without receiving errors. A course/section may have more than one restriction, prerequisite or other special approval.

Examples of why a course/section may need an override or permission:

1. Class restriction.
2. Waive pre-requisite(s).
3. Special approval required – Instructor, Chair, Dean, Advisor.

- Log on to Banner Student (INB – Internet Native Banner).
- Key in **SFASRPO** in the **Object Search Field (Go To...)** on the Banner Main Menu.
 - Press **Enter**.
- Enter the University Id (8xxxxxxx) in the **ID** field or perform a Name Search.
- Enter registration term (YYYYXX) in the **Term** field.
 - YYYY35 (Fall)
 - YYYY15 (Spring)
 - YYYY25 (Summer)
- Click  (Next Block) to move to the Student Permits and Overrides information block.
 - If student has already registered for the term, the schedule can be viewed in the Student Schedule information block.
- Key in Permit code if known or search for Permit code.
 - Click on  (Search) to view list of values.
 - Permit-Override codes used should be based on user's responsibilities.
 - Double click on selected Permit-Override code to close LOV and populate Permit.
- Course Information:
 - ***Pre-authorize student for a specific course section (CRN).***
 - Key in know information – CRN or Subject, Course Number and Section.
OR: Search for CRN.
 - Click  (Search) for **CRN** and select **Search for Sections (SFQSECM)**.
 - Click in the **Subject** field and key in subject.
 - Key in other search criteria as needed and click  (Execute Query).
 - **Double click** on appropriate section to close query and populate course information on SFASRPO.
 - ***Pre-authorize student for a course and section is not important.***
 - Key in **Subject** and **Course Number**.
 - CRN and Section must be left blank.
- If course/section has more than one prerequisite, special approval and/or restriction(s), a permit-override must be entered for each before the student will be allowed to register on-line for the course/section.
- Click  (Save/Commit).
- Click  (Rollback) to return to the Key Block (to enter another University Id or perform a new Name Search).
- Click  (Exit) to close form and return to **Banner Main Menu**.