Banner 9 – Student Registration Permit-Override (SFASRPO)

When a student tries to register for a course and receives a Registration Add Error they may need a permit override for the class. Departments issue permits for prerequisites, closed sections, instructor/advisor/department approval, field of study restrictions, duplicate courses and time conflicts. The Office of Admissions, Records and Registration issues permits for class and level restrictions, thesis and dissertation courses, and repeat courses.

NOTE: Only the department that houses a course should issue permits for that course. ***DO NOT issue permits for another department's courses.*** Use your access appropriately, as this screen maintains user-name and date information.

It's important to know what kind of error a student is receiving so that the correct permit is issued. Below is an example of what students see when they receive Registration Add Errors:

Notice that below "Registration Add Errors" is a table that lists the error and the course receiving the error. If a student tells you they're just receiving an error ask them what is listed under "Status" as this tells you what permit they need.

For example, CRN 10851 above is a closed section, so a ROOM permit could be used to override the error.

NOTE: If courses are listed as co-requisites and the student is receiving a prerequisite error they may not be registering for both classes at the same time. To do this, they'll enter *both* CRNs in the fields under "Add Classes Worksheet" and then click "Submit Changes".

Once a permit has been issued the student will receive an email and needs to then register for the course. Issuing a permit does not register the student for the course; they still have to go into Self Service and register themselves.

NOTE: Departments need to keep up with the number of permits issued, as students may not always register themselves immediately, despite receiving the email reminder. ***Failure for the student to register in a timely manner may result in them losing a seat in the class, or require an additional ROOM override.***

Permits are issued using the screen SFASRPO.

Search for "SFASRPO" using either "Search…" on the home screen or the upper left corner magnifying glass.

Enter the student's ID number and the term then click "Go".

NOTE: Some personal identifying information, including ID Number, has been redacted.

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ID: **Term:** 201760 2017 Fall   **Start Over**

▾ STUDENT PERMITS AND OVERRIDES   ➕ Insert ➖ Delete 📋 Copy 🔽 Filter

Permit * ▾	Permit Description	CRN	Subject	Course Number	Section
...					

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Enter the appropriate code in the "Permit" field. You can also click "…" to select the appropriate code from a list.

APPROVE	Override instructor/advisor/department approval	*Assign to CRN*
	This could be used to override special approval codes IN, AA, and DP, for example allowing a student into a course that needs and instructor's signature in order to enroll.	
DEGREE	Override degree conflict	*Assign to CRN*
	This could be used to override a Field of Study Restriction – Degree error, for example a student pursuing a BA trying to enroll in a course restricted to BSRS students.	
DUPLICATE	Override duplicate course	*Assign to CRN*
	This could be used to allow enrollment in two sections of the same course at once, for example two sections of a repeatable Special Topics course with different subtitles.	
MAJOR	Override major conflict	*Assign to CRN*
	This could be used to override a Field of Study Restriction – Major error, for example a student declared as a History major trying to take a course restricted to Nursing majors.	
PREREQ	Override pre- and co-requisites	*Assign to Course Subject/Number*
	This could be used to override a Prerequisite and Test Score error, for example to allow a student to take courses out of sequence in order to stay on track to graduate.	
PROGRAM	Override program conflict	*Assign to CRN*
	This could be used to override a Field of Study – Program restriction, for example a student in the Chemistry BA program trying to enroll in a course restricted to Chemistry BS students.	
ROOM	Override class maximum	*Assign to CRN*
	This could be used to override a Closed Section error, for example if a student wants to enroll in a 2:00 lab but all of the seats are already taken.	
TIME	Override time conflict	*Assign to CRN*
	This could be used to override a Time Conflict error. It's recommended to use this permit sparingly and instead encourage students to find courses that don't conflict.	

NOTE: Some personal identifying information, including ID Number, has been redacted.

Enter the course information. If you enter the CRN it will automatically populate the remaining fields. If you do not know the CRN entering the Subject, Course Number, and Section will automatically populate the corresponding CRN.

NOTE: When attempting to perform a query for the CRN or course information you may receive an error as query is only available if you have access to registration. If you don't have registration access you'll need to search using SSASECQ.

Noted in the table on page 2, some permits should be assigned to specific CRNs. This way the student is only able to register for the specific approved section. Some permits can be assigned using only the Subject and Course number. This will allow the student to register for any CRN that falls under the specified course.

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Start Over

▾ STUDENT PERMITS AND OVERRIDES   ➕ Insert ➖ Delete ▣ Copy ▼ Filter

Permit *	Permit Description	CRN	Subject	Course Number	Section
APPROVE	Override Instructor Approval	64417	PSY	380V	008
PREREQ	Override Prerequiste		COMS	3211	

◄ ◄ 1 of 1 ► ► | 5 ▼ Per Page   Record 1 of 2

Once all necessary information has been added click "Save" in the lower right.

When you save the permit an email is automatically sent to the student indicating that they have been issued a permit and instructing them how to register online. ***Issuing a permit does not register the student for the course; they still have to go into Self Service and register themselves.***

The student can also view the permit under "Registration Status" in their Self Service account.

Arkansas State University

Personal Information	**Student**	Financial Aid	Faculty Services	Employee

Search [   ] [Go]   RETURN TO MENU SITE MAP HELP EXIT

Registration Status

Remember: You must be cleared every semester by your advisor to register.

☑ You have no Holds which prevent registration.
☑ Your Academic Standing is Good Standing which permits registration.
☑ Your Student Status permits registration.
   Your Class for registration purposes is Graduate.

To issue a permit for another student, click "Start Over" on the upper right.

NOTE: Some personal identifying information, including ID Number, has been redacted.