

SFASRPO – Overrides and Permissions

Use the Student Registration Permit-Override Form (SFASRPO) to give authorization for the student to register for classes via the web

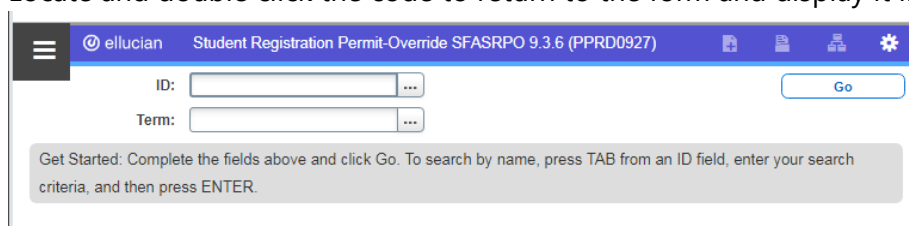
Examples:

- ✓ The section is full
- ✓ The class requires instructor permission
- ✓ The class is restricted for BIOL majors, but Bio-Chem majors may take it
- ✓ The class requires a pre-requisite, but Banner is not recognizing a transfer pre-requisite credit.

Follow these steps for an override:

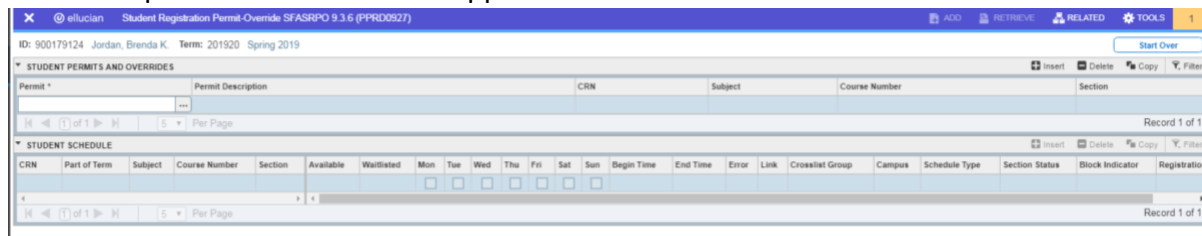
1. From the Banner main menu (tree page), type the form name SFASRPO in the Search bar and press Enter on the keyboard.
2. The SFASRPO form will appear. You can enter the student's 900 number or press Tab on the keyboard to search by student name. Next you will need to put the term you would like to apply the override to. Click Go when both fields are filled in.

Note: To search for a term code click on the ellipses. A list of term codes are displayed. Locate and double click the code to return to the form and display it in the Term field.



The screenshot shows the top of the SFASRPO form. It has a blue header bar with the ellucian logo and the title "Student Registration Permit-Override SFASRPO 9.3.6 (PPRD0927)". Below the header, there are two input fields: "ID:" and "Term:", each followed by an ellipsis (...) button. To the right of these fields is a "Go" button. Below the input fields is a grey box with the text: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER."

3. Click on the ellipses in the Permit* field. A list of permits and overrides are displayed. Select the permit or override that applies.



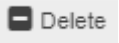
The screenshot shows the SFASRPO form with the "STUDENT PERMITS AND OVERRIDES" table expanded. The table has columns: Permit*, Permit Description, CRN, Subject, Course Number, and Section. Below the table is a "STUDENT SCHEDULE" table with columns: CRN, Part of Term, Subject, Course Number, Section, Available, Waitlisted, Mon, Tue, Wed, Thu, Fri, Sat, Sun, Begin Time, End Time, Error, Link, Crosslist Group, Campus, Schedule Type, Section Status, Block Indicator, and Registration. The "STUDENT SCHEDULE" table shows a single row for CRN 1, Part of Term 1, Subject 1, Course Number 1, and Section 1, with a status of "Available".

4. You can put in CRN, Subject, Course Number, and/or Section. Note: all these fields have an ellipses available, so you can search for what you are looking for.
5. Click the Save button (lower right hand corner) to save your changes.

Note: The student is now eligible to register for the class. This does not register the student; the student must still self-register for classes.

6. When you are finished, click the Lock Icon in the left hand navigation to sign out of Banner. To leave this form, simply click the Home icon (in left hand navigation) or the 'X' in the upper left hand corner.

Follow these steps to delete an override:

1. Select the permission you want to delete. The permit box turns white if it is selected.
2. Click on the delete (minus) icon in the left hand corner of the Student Permits and Overrides block.  Delete
3. Click on the save button.
4. Click the lock icon located in the left hand navigation to log out of Banner completely. To leave this form, simply click the Home icon (in left hand navigation) or the 'X' in the upper left hand corner.