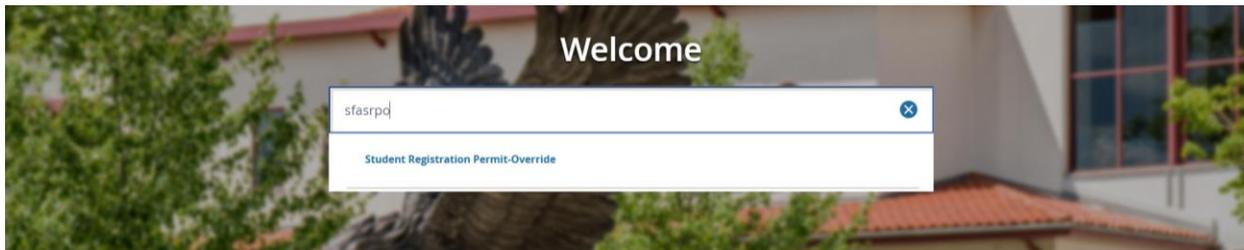


## Banner 9: Entering a Permit

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

1. Navigate to the **SFASRPO** form from the landing page

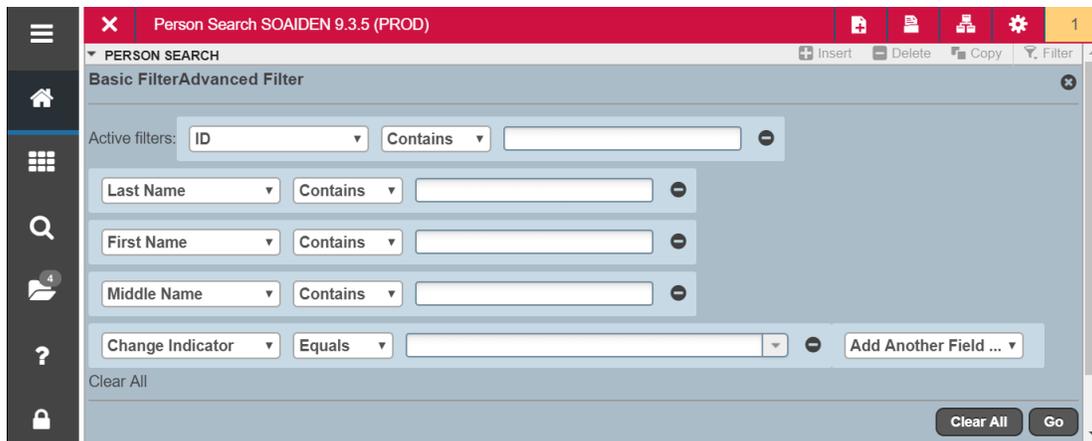


2. Click **search** for the ID field



This will open the **SOAIDEN** Person Search form.

3. Enter the search criteria in the appropriate field(s)
4. Click **Go** to execute the query



5. In the Person Search results, double-click on the ID field of the person you are searching for or click on the ID field and click **SELECT**
6. Click **search** for the **Term** field
7. Select a **Term** and click on **OK**
8. Click **GO** to execute the query

There are 2 Sections on this form:

- Student Permits and Overrides
- Student Schedule

Student Registration Permit-Override SFASRPO 9.3.6 (TEST)

ID: Term: 201740 FALL 2017

**STUDENT PERMITS AND OVERRIDES**

Permit	Permit Description	CRN	Subject	Course Number	Section
AUTHORIZE	Authorization	41361	CSND	207	01
AUTHORIZE	Authorization	41366	CSND	408	01
AUTHORIZE	Authorization	49317	PSYC	305	01
AUTHORIZE	Authorization	46196	PSYC	313	04
AUTHORIZE	Authorization	49556	PSYC	365	01

Record 1 of 8

**STUDENT SCHEDULE**

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
41361	1	CSND	207	01	2	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000	1115	O			M	LEC	A	
46196	1	PSYC	313	04	33	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			O			M	LEC	A	
46777	1	WMGS	200	01	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1300	1415	O			M	LEC	A	
49317	1	PSYC	305	01	0	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0830	0945	O			M	LEC	A	
49327	1	PSYC	365	03	3	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1300	1415	O			M	LEC	A	

Record 1 of 5

Activity Date: 04/20/2017 12:00:00 AM Activity User

## To enter a new permit:

1. Click the **Insert** button on the **Student Permits and Override** toolbar

Student Registration Permit-Override SFASRPO 9.3.6 (TEST)

ID: Term: 201740 FALL 2017

**STUDENT PERMITS AND OVERRIDES**

Permit *	Permit Description	CRN	Subject	Course Number	Section
AUTHORIZE	Authorization	41361	CSND	207	01
AUTHORIZE	Authorization	41366	CSND	408	01
AUTHORIZE	Authorization	49317	PSYC	305	01

2. Click **search** for the **Permit** field

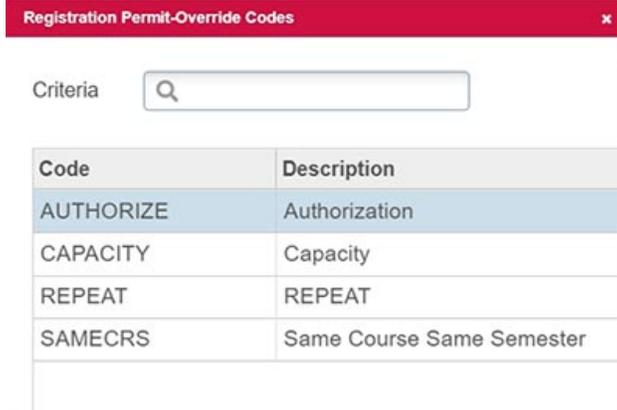
Student Registration Permit-Override SFASRPO 9.3.6 (TEST)

ID: Term: 201740 FALL 2017

**STUDENT PERMITS AND OVERRIDES**

Permit *	Permit Description	CRN	Subject	Course Number	Section
AUTHORIZE	Authorization	41361	CSND	207	01
AUTHORIZE	Authorization	41366	CSND	408	01
AUTHORIZE	Authorization	49317	PSYC	305	01

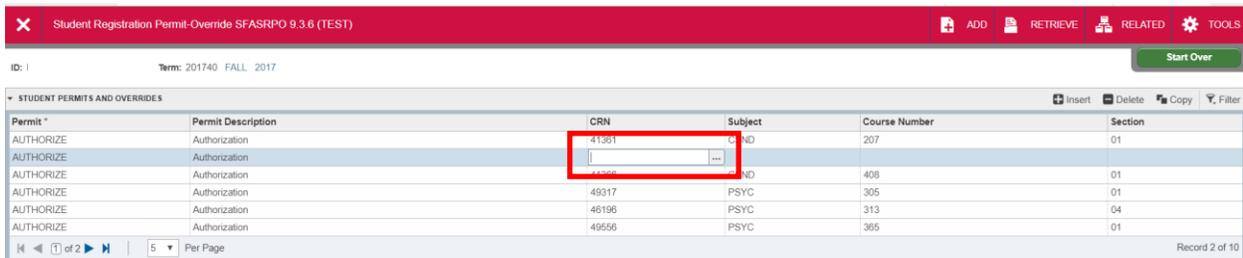
3. Select a permit type and click **OK**



Code	Description
AUTHORIZE	Authorization
CAPACITY	Capacity
REPEAT	REPEAT
SAMECRS	Same Course Same Semester

Permit Type	Explanation
Authorize	This permit type will register a person in a class in which he or she has not met the co/prerequisite, is in the wrong major, college or does not have the correct attribute code
Capacity	This permit gives the student the ability to register for a class that is closed.
Repeat	Do Not Use.
Samecrs	This permit will allow a student to register for the same subject and same course number simultaneously, the courses have different content.

4. Enter the **CRN** number (the course and section number will automatically update)



Permit *	Permit Description	CRN	Subject	Course Number	Section
AUTHORIZE	Authorization	41351	CND	207	01
AUTHORIZE	Authorization	41356	CND	408	01
AUTHORIZE	Authorization	49317	PSYC	305	01
AUTHORIZE	Authorization	46196	PSYC	313	04
AUTHORIZE	Authorization	49556	PSYC	365	01

5. Click **Save** at the bottom of the page
6. Repeat this process to enter any additional permits for the student

**Note:** Make sure the student knows to enter the CRN in Add/Drop Registration in the Registration Status to accept the merit and register for the course. You will need to send the student an email indicating that the permit is now in their record and they may register for the course. The permit does not save the student a seat in the course. This process also does not inform the student that the permit is in. You must notify the student as soon as you set the permit.

- Do not use the Repeat Permit.
- Do not issue permits for courses that have a Wait List.
- Permits are turned off after the last day of add/drop.
- If you wish to issue a permit for a later part of term, please contact the Office of the Registrar.