

STUDENT REGISTRATION PERMIT-OVERRIDE FORM (SFASRPO)

Permits-Overrides must be authorized ONLY by the college or department responsible for offering the course on which the permit-override is sought.

Exceptions are possible only when the college or department authorizes a third party to provide the Permit-Override for a student.

Failure to observe this protocol will result in immediate loss of Banner access.

Registration Permit-Override processing allows overrides for registration that can be assigned to individual students; once the permit-override(s) is/are assigned, the student must then register for the course(s). These permit-overrides are available by term on a course or section basis, can be assigned in advance and will by-pass the error checking that would normally be performed in Banner registration and Bearcat Web registration. The following registration errors have been designated for permit-overrides:

- Capacity
- Linked Sections
- Pre-/Co-requisite/Test Score
- Special Approval
- Time Conflict

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Assigning student-specific permit-override codes on a term and course or section basis

The Student Registration Permit-Override Form (SFASRPO) is used to assign specific permit-override codes to individual students on a term and course or section basis. When a code is assigned to a student for a specific term, the **CRN** (course reference number), **Subj(ect)**, **Course**, and **Sec(tion Number)** fields are available to specify when assigning the specific permit-override code. At a minimum, a subject and course number must be designated when assigning a code. If a subject and course number are specified, the permit-override registration error checking will apply to any section of that subject and course number when the student registers. If a specific CRN is entered, the subject, course number, and section number will default. If a subject, course number, and section number will default. Multiple permit-override codes can be assigned to the same subject and course number combination, or the same CRN.

Examples of Permit-Override Rules

• Capacity Permit-Override

In the examples below, the "student" is a biology major and the course the student needs is BIOL-499 for which there are two sections: Section 02 (CRN 10050) and Section 03 (CRN 10051).

Example One of specific capacity overrides assigned to the student:

Permit Code	CRN	Subject	Course	Section
Capacity	10050	BIOL	499	02

In Example One, the student has been granted an override for the specific section 02 of BIOL-499 (CRN 10050) if the class's maximum enrollment has been reached or exceeded.

Example Two of specific capacity overrides assigned to the student:

Permit Code	CRN	Subject	Course	Section
Capacity		BIOL	499	

In Example Two, the student has been granted an override for either section of BIOL-499 if selected at the time of registration if the class's maximum enrollment has been reached or exceeded.

Linked Sections Permit-Override

In the example below, the "student" is wishes to register for only the BIOL-101 lecture section (CRN 10052) despite the fact that the lecture section and laboratory section are linked and require registration in both (or neither).



Example One of a specific linked section override assigned to the student:

Permit Code	CRN	Subject	Course	Section
Linked	10052	BIOL	101	02

In Example One and upon the recommendation of the Department of Biology, the student has been granted permission by the Department to register for only the BIOL-101 lecture section (CRN 10052) without registering for a laboratory section.

Example Two of a specific linked section override and a capacity override assigned to the student:

Permit Code	CRN	Subject	Course	Section
Linked	10052	BIOL	101	02
Capacity	10052	BIOL	101	02

In Example Two, the student has been granted permission by the Department to register for only the BIOL-101 lecture section (CRN 10052) without registering for a corresponding laboratory section AND to register for that section if the class's maximum enrollment has been reached or exceeded.

<u>Pre-/Co-requisite/Test Score Permit-Override</u>

In the example below, the "student" is wishes to register for MATH-132-07 (CRN 10053) despite the fact that the "student" has not successfully completed the MATH-131 prerequisite.

Example One of a specific Pre-/Co-requisite/Test Score override assigned to the student:

Permit Code	CRN	Subject	Course	Section
PreCoTst	10053	MATH	132	07

In Example One and upon the recommendation of the Department of Mathematics and Computer Science, the student has been granted permission by the Department to register for MATH-131-07 (CRN 10053) without successfully completing the MATH-131 prerequisite.

• Special Approval Permit-Override

In the example below, the "student" is wishes to register for LPLP-101-05 (CRN 10054) but the course requires special approval in order to do so.

Example One of a specific Special Approval override assigned to the student:

Permit Code	CRN	Subject	Course	Section
Special Approval	10054	LPLP	101	05



In Example One and upon the successful completion of the LPLP-101 entrance process, the student has been granted permission by the dean of students to register for LPLP-101-05 (CRN 10054).

• <u>Time Conflict Permit-Override</u>

In the example below, the "student" is wishes to register for MUSI-145-13 (CRN 10055) but the time the course is offered overlaps with one for which the student has already registered.

Example One of a specific Time Conflict override assigned to the student:

Permit Code	CRN	Subject	Course	Section
Time	10055	MUSI	145	13

In Example One, the student has been granted permission to register for MUSI-145-13 (CRN 10055) even though the time this course is offered overlaps with another course for which the student has already registered.

Example Two of a specific Pre-/Co-requisite/Test Score override and linked section override and a capacity override assigned to the student:

Permit Code	CRN	Subject	Course	Section
Linked	10052	BIOL	101	02
Capacity	10052	BIOL	101	02
Time	10052	BIOL	101	02

In Example Two, the student has been granted permission by the Department to register for only the BIOL-101-02 lecture section (CRN 10052) without registering for a laboratory section AND to register for that section if the class's maximum enrollment has been reached or exceeded AND to register for that class if the time it is offered conflicts with the time of another class for which the student has already registered.

Several functions are available in this section as follows:

- Double-clicking in the Permit (-Override Code) field displays the Registration Permit-Override Codes List of Values. You may select a value from this window which allows Exit with Value.
- A Help function from the CRN field displays the Registration Course Query Form (SFQSECT) when a valid CRN is present. You may also use the Search button and select View Section Information (SFQSECT) to access SFQSECT.
- A List function from the **Subj(ect)** field displays a list of valid subject codes.
- A Count Query Hits function from the CRN, Subj(ect), Crse, and Sec(tion) fields displays the Registration Section Query Form (SFQSECM). You may also use the Search button and select Search for Sections (SFQSECM) to access SFQSECM from the CRN field.
- A Duplicate Record function from the **Subj(ect)** and **Crse** fields displays the Existing Courses List of Values.



The user ID that assigned the override-permit code is stored and displayed on the form, as well as the activity date associated with the most recent change. Student Schedule information is also displayed on the form.