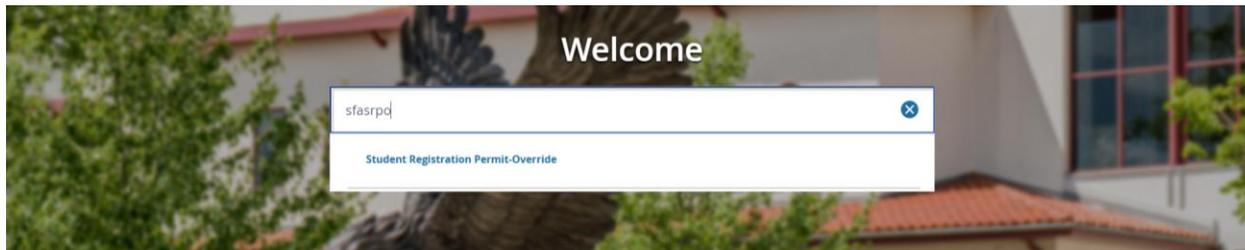


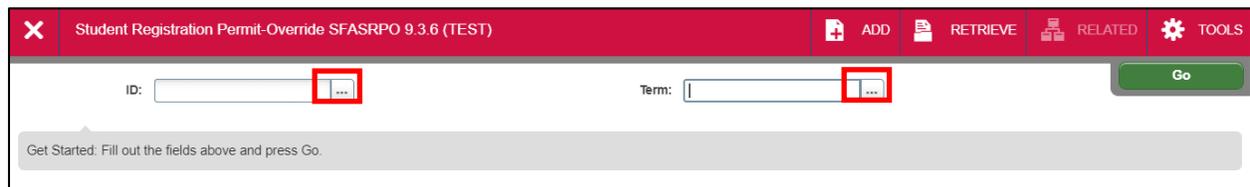
Banner 9: Entering a Permit

Accessing the Student Registration Permit-Override (SFASRPO) Form

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



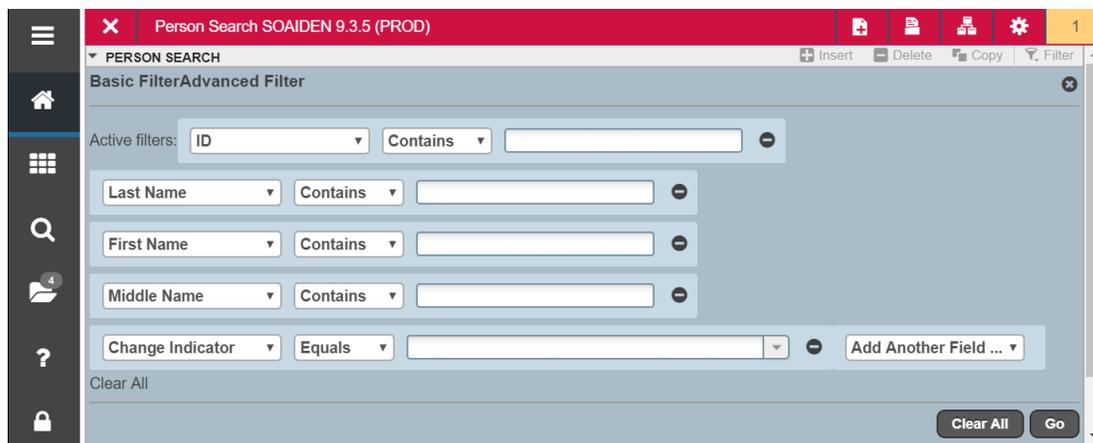
2. Click **search** for the ID field



The screenshot displays the 'Student Registration Permit-Override SFASRPO 9.3.6 (TEST)' form. It features a search bar with 'ID:' and a 'Term:' field. A red box highlights the search icon in the ID field. A green 'Go' button is located to the right of the search fields. The form also includes a toolbar with options for ADD, RETRIEVE, RELATED, and TOOLS.

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



The screenshot shows the 'Person Search SOAIDEN 9.3.5 (PROD)' form. It features a search bar with 'PERSON SEARCH' and a toolbar with options for Insert, Delete, Copy, and Filter. The form includes a 'Basic Filter' section with the following fields: ID (Contains), Last Name (Contains), First Name (Contains), Middle Name (Contains), and Change Indicator (Equals). A 'Clear All' button is located at the bottom left, and a 'Go' button is at the bottom right.

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)

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

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

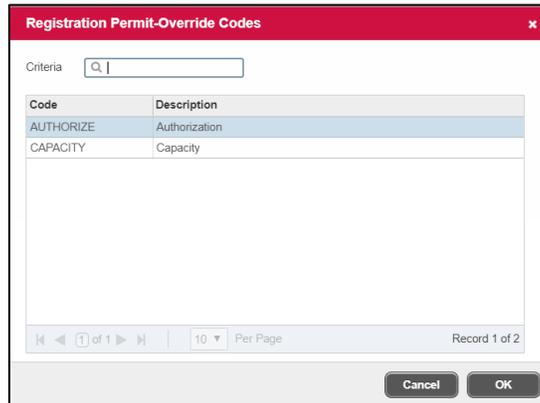
Student Registration Permit-Override SFASRPO 9.3.6 (TEST)

Term: 201740 FALL 2017

STUDENT PERMITS AND OVERRIDES

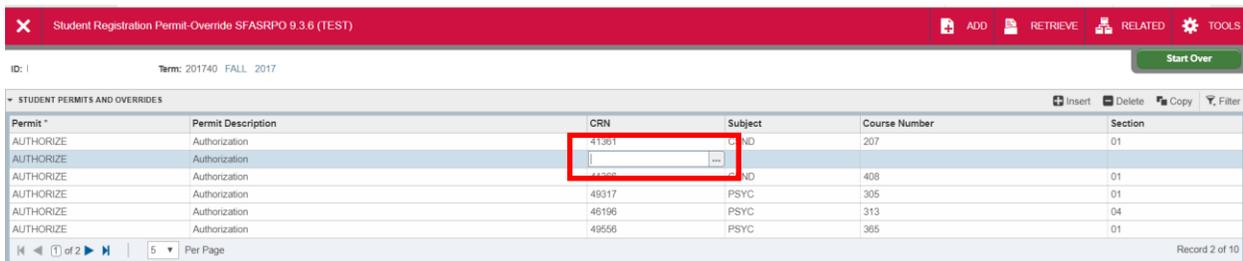
Permit *	Permit Description	CRN	Subject	Course Number	Section
AUTHORIZE	Authorization	41361	CSND	207	01
AUTHORIZE	Authorization	41366	CSND	408	01
AUTHORIZE	Authorization	49317	PSYC	305	01

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



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.

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



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.