

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

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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

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- 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

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To enter a new permit:

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

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AUTHORIZE	Authorization	49317	PSYC	305				01	

2. Click search for the Permit field

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	Authorization		40217	PSVC	205	01	

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

egistration Permit-Overri	ae Codes
Criteria Q	
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)

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Permit *	Permit Description	CRN	Subject	Course Number	Section
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AUTHORIZE	Authorization	49317	PSYC	305	01
AUTHORIZE	Authorization	46196	PSYC	313	04
AUTHORIZE	Authorization	49556	PSYC	365	01
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- 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.