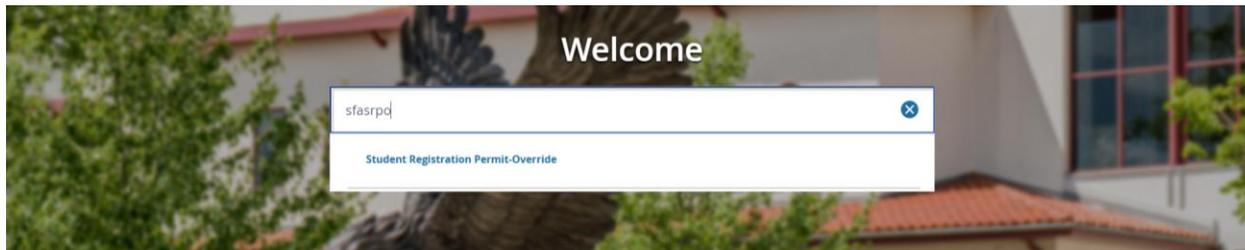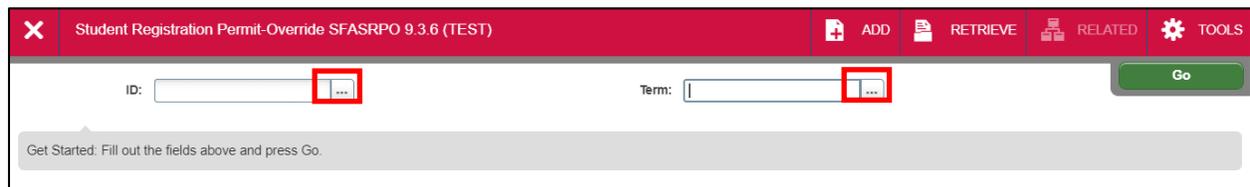![Montclair State University]

Banner 9: Entering a Permit

Accessing the Student Registration Permit-Override (SFASRPO) Form

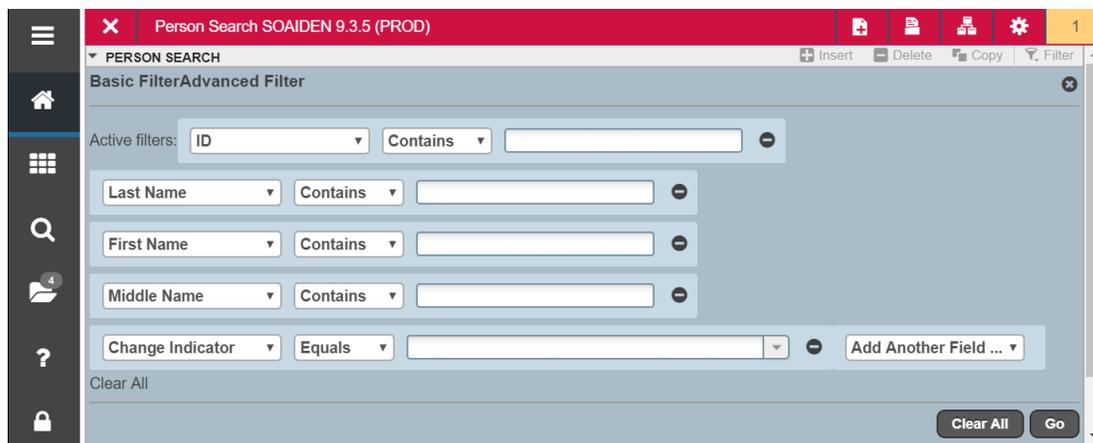1. Navigate to the **SFASRPO** form from the landing page

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

To enter a new permit:

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

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

3. Select a permit type and click **OK**
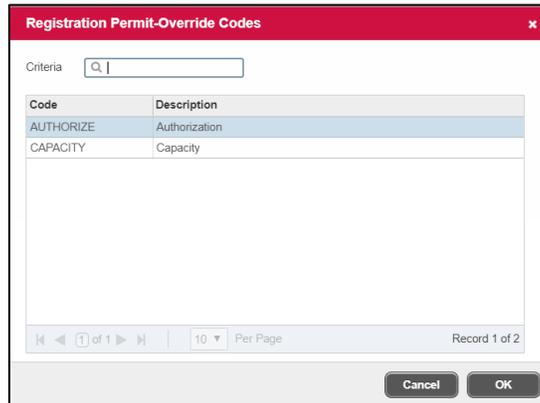
Permit Type	Explanation
Authorize	This permit type will register a person in a class in which he or she has not met the co/prerequisite, is in the wrong major, college or does not have the correct attribute code
Capacity	This permit gives the student the ability to register for a class that is closed.

4. Enter the **CRN** number (the course and section number will automatically update)
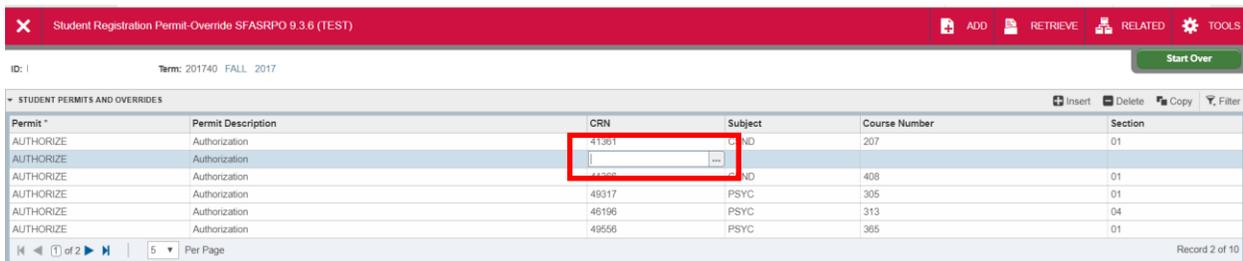
5. Click **Save** at the bottom of the page
6. Repeat this process to enter any additional permits for the student

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.