

Giving a Student Web Registration Authorization Using SFASRPO

Student Registration Permit-Override Form:

Use the Student Registration Permit-Override Form (SFASRPO) to give authorization for the student to register for classes via the web. Examples:

- Student doesn't qualify and the course is full
- The class requires a 'C' or better in a high school class. The advisor looks at the official High School transcripts and determines the student received a 'B'. They can now use this form to override permission restrictions

This does not register the student; the student must still register for classes.

1. Open the Student Registration Permit-Override form by typing **SFASRPO** in the **Direct Access** box of the Banner Main menu and press the **[Enter]** key on the keyboard.
2. Type the term code in the **Term** field.
3. Press the **[Tab]** key on the keyboard to navigate to the **CRN** field and type the **Student ID** of the student you are looking for or press the **[Tab]** key on the keyboard to navigate to the **Name** field and type their name. You can use wildcard characters to streamline your search.
4. Press the **[Tab]** key or **[Enter]** key on the keyboard to open the **Extended Search** box. If there is only one match to your search, the name will be automatically filled in on the form.

Permit Column:
The Permit field displays override codes and their descriptions.

- **ALL:** Overrides everything
- **DUPL:** Allows registration of duplicate courses (e.g. independent study)
- **EL:** Overrides enrollment limit (Maximum number of students in a course)
- **IPREG:** Web registration is over, but the student can register in-person at the Registration office
- **PE:** Rescinds the IPREG offer
- **PR:** Overrides all prerequisites
- **PRRE:** Overrides all prerequisites and restrictions
- **RE:** Overrides all restrictions
- **LINK:** Overrides course links
- **CO:** Overrides co-requisite requirements
- **WL:** Overrides Waitlist status, allowing students to register

CRN Field:
Each override can be attached to either a course or a section.

- If the CRN is filled, the override is attached to a specific section.
- If the CRN is left blank the override is attached to all sections of a course.

Permit	CRN	Subject	Course Number
EL	42006	EDLD	518

CRN	Part of Term	Subject	Course Number	Section
42231	1	EDMT	453	0
42006	5	EDLD	518	001
42006	5	EDLD	518	001

Giving a Student Web Registration Authorization Using SFASRPO (cont.)

Student Registration Permit-Override Form (cont.):

5. Click the **Next Block** icon on the toolbar to populate the Student Permits/Overrides block.
6. Press the **[Tab]** key on the keyboard to navigate to the **Permit** column and type the appropriate authorization code for the section you are authorizing.

Important: If there are more than 4 permission codes entered, Use the **Next Record** icon or the **[Down Arrow]** on the keyboard to navigate to the next available line (record).The **Vertical** scroll bar will also activate allowing you to use the scroll bar to navigate to all of the existing permission codes.

Press the **[Tab]** key on the keyboard to navigate to the **CRN** field. To give permission to a specific CRN, type the CRN or click the search icon to search for a CRN.

OR to give authorization to multiple sections of course, leave the **CRN** field blank and press the **[Tab]** key on the keyboard to navigate to the **Subject** field and type the subject code for the course. Press the **[Tab]** key on the keyboard to navigate to the **Course** field and type the course code for the course.

7. Click the **Save** icon on the toolbar. The student is now eligible to register for the class.
8. When you are finished click the **Exit** icon on the toolbar to exit to the **Banner Main** menu.

Note: To Delete a Permission:

1. Select the permission you want to delete. The permission highlights in yellow.
2. Click **Record** on the menu bar and click **Remove** from the list. The permission is removed but not permanently gone.
3. Click the **Save** Icon on the toolbar.
4. Click the **Exit** Icon on the toolbar. The Banner Main menu displays.