STEPHEN F. AUSTIN STATE UNIVERSITY

Banner

Student

PERMITS AND OVERRIDES

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Confidential Business Information

This learning guide is based upon SunGard Higher Education Banner documentation. This document is for use at Stephen F. Austin State University for the purpose of training; the information contained is considered confidential.

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OVERVIEW

Session Overview

Introduction
To provide the basis that will allow end users to perform functions in the Banner Student System that are part of their day-to-day responsibilities.

Prerequisites
The following are prerequisites for completing this session:
- Navigation Training

Expected Outcomes
At the end of this session, participants will be able to:
- View, Place, and Remove Permits and Overrides on a Student Record

Learning Guide Icons

In this Banner learning guide watch for these icons to highlight important information.

- Indicates an important trap to avoid.
- Indicates a shortcut or tip.
- Indicates an important warning regarding the form or data entry.
- Indicates hands-on exercise or activity.
Viewing And Placing Registration Permits

1. Enter the student’s ID number and the term code then click “Go.” Click the List-of-Values (LOV) button to query for either.

2. Enter the appropriate code in the ‘Permit’ field. (CLASS, SPECIAL etc.) You can also click the LOV button for a list of permit codes and descriptions.
3. Enter the course information.

Here, you can enter the CRN, which will automatically populate the remaining fields. If you do not know the CRN, you can enter the Subject, Course Number and Section, which will automatically populate the corresponding CRN.

NOTE: When attempting to perform a query for the CRN or course information, you will receive an error, as query options are not available for those who do not have access to register. If you do not know your CRN or course information, you will need to perform your search using SSASECQ.

SPECIAL, CAPACITY and TIME permits should be assigned to specific CRN’s. However, other permit codes can be assigned for an entire range of CRN’s by coding ONLY the Subject and Course number. This will allow the student to register for any SECTION of the specified COURSE.
4. Save your entry.

Once saved, if you highlight or select a Permit/Override, the Activity Date and Activity User will show at the bottom of the screen. As you can see in the example below, the student was granted a SPECIAL permit for HIS 151.001. This permit was issued February 8, 2017 by SMITHML10.

After the student has been issued the Permit/ Override, a message will show under ‘Registration Status’ on their Self-Service Account indicating what course was permitted. The example below shows what the student will see when logged into their Self-Service account.
To determine if the student is registered: The bottom portion of SFASRPO contains the student’s schedule for reference only. Course information is displayed here, including meeting dates and times (shown in military time). According to this, the student has not yet registered for the permitted courses.

Failure to register for the course can result in the student losing their seat in the class and subsequently having to obtain an additional override for the full class. Because of this, it is important that the department keep up with the number of permits issued.
Registration Permit/Override Code Descriptions

ATTRIBUTE  Overrides student attribute restrictions
            (example of student attributes are Honors, Concurrent, Distance Education, Overlap, FCSC Distance Alliance, etc.)

CAPACITY  Overrides classes that have reached capacity (closed classes)

CLASS  Overrides classification restriction on a course

CO-REQ  Overrides co-requisite requirements

COLLEGE  Overrides college restriction on a course

DEGREE  Overrides degree restrictions on a course

DEPARTMENT  Overrides department restrictions on a course

DUPL  Overrides course duplicate limitations

LEVEL  Overrides level restrictions on a course

MAJOR  Overrides major restrictions on a course

PREREQ  Overrides pre-requisite requirements

PROGRAM  Overrides program restrictions on a course

SPECIAL  Overrides departmental or instructor permit requirements

TIME  Overrides time conflict error

OVERALL  Overrides ALL of the above