STEPHEN F. AUSTIN STATE UNIVERSITY

Banner 9

Student

PERMITS AND OVERRIDES

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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                         Office of the Registrar

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PERMITS AND OVERRIDES Table of Contents

	Section
OVERVIEW	**A**

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 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   Indicates a shortcut or tip. avoid.

Indicates an important *warning* regarding the form or data entry.   Indicates hands-on exercise or activity.

| PERMITS AND OVERRIDES - SFASRPO	Section B

Viewing and Placing Registration Permits

1. Enter the student's ID number and the term code then click "Go." Click the Listof-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.
    a. Here, you can enter the CRN, which will automatically populate the remaining fields.
    b. 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.
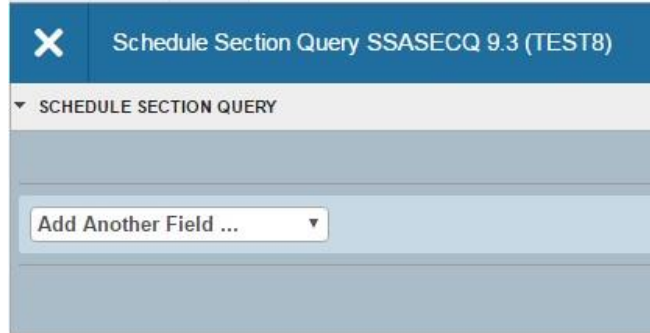
SPECIAL, CAPACITY and TIME permits should be assigned to specific CRN's. However, other permit codes can be assigned for an entire range of CRN's by coding ONLY the Subject and Course number. This will allow the student to register for any SECTION of the specified COURSE.

4. Save your entry.
    a. 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 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
SISREG	Overrides departmental permit requirements after the semester has started and online registration is still open for students but before the Late Add period has begun with Student Business Services.