

STEPHEN F. AUSTIN
STATE UNIVERSITY

A graphic of a white banner with a black outline, featuring a central rectangular section and two pointed ends that resemble ribbon tails. The banner is slightly curved and has a subtle 3D effect with a grey shadow on its top edge.

Banner 9

Student

PERMITS AND
OVERRIDES

Revised February 8, 2018

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.

Prepared By: Stephen F. Austin State University
Office of the Registrar

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OVERVIEW	Section A
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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
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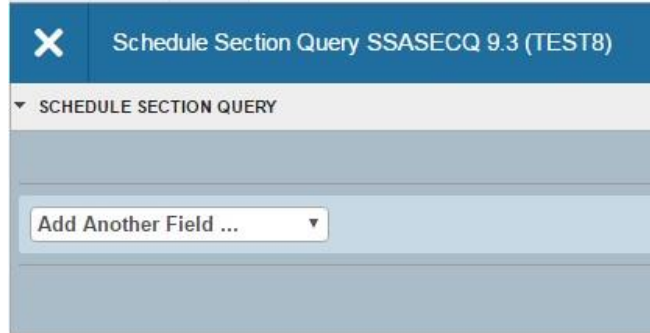
Viewing and Placing Registration Permits

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.
 - 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.

Permit *	Permit Description	CRN	Subject	Course Number	Section
SPECIAL	Special Approval PD-PI	26773	HIS	151	001
TIME	Time Conflict	21981	ART	281	001
PREREQ	Pre-Requirement		GOL	303	

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.

Permit *	Permit Description	CRN	Subject	Course Number	Section
SPECIAL	Special Approval PD-PI	26773	HIS	151	001
TIME	Time Conflict	21981	ART	281	001

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Beg
22869	1	MCM	381	090	6	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1000
26885	1	MCM	440	590	0	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Activity Date 02/08/2017 02:31:04 PM Activity User SMITHML10 SAVE

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.

Personal Information **Student** Financial Aid Faculty Services Employee

Search Go

Registration Status

You may register during the following times

From	Begin Time To	End Time
Nov 15, 2016 07:00 am	Jan 16, 2017 04:59 pm	
Jan 17, 2017 07:00 am	Feb 01, 2017 04:59 pm	
Feb 02, 2017 08:00 am	Feb 02, 2017 04:59 pm	
Feb 03, 2017 07:00 am	Mar 08, 2017 04:59 pm	
Mar 09, 2017 07:00 am	Mar 24, 2017 04:59 pm	

⚠ **You have Holds which will prevent registration.**

- ✔ Your Academic Standing is Good Standing which permits registration.
- ✔ Your Student Status permits registration.

Your Class for registration purposes is Senior.

Registration Permits and Overrides

Permit/Override	CRN	Subject Course
Pre-Requisite	26604 BIO	448 Introduction to Bioinformatics
Special Approval PD-PI	26233 BIO	470 Seminar in Biology

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.

STUDENT PERMITS AND OVERRIDES Insert Delete Copy Filter

Permit *	Permit Description	CRN	Subject	Course Number	Section
SPECIAL	Special Approval PD-PI	26773	HIS	151	001
TIME	Time Conflict	21981	ART	281	001

Record 1 of 2

STUDENT SCHEDULE Insert Delete Copy Filter

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Error	Link	Crosslist Group	Campus
22869	1	MCM	381	090	6	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1000	1050				M
26885	1	MCM	440	590	0	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						8WW

Record 1 of 2



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.