

Student Registration Permit Override Form – SFASRPO

SFASRPO enables you to issue a permit to individual students, allowing them to register for course sections that are restricted and/or closed. Also displayed on this form is the student's current schedule for the chosen term.

The screenshot shows the SFASRPO form with the following data:

Student Permits and Overrides

Permit	CRN	Subject	Course Number	Section	User	Activity Date
						18-JUN-2013

Student Schedule

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
11111	1	CRIM	101	001	12	0		☑		☑				1230	1345
11255	1	PLSC	111	001	23	0	☑		☑		☑			1325	1415
12364	1	HIST	197	003	13	0	☑		☑		☑			0905	0955
14246	A	FDNT	143	801	-1	0									

FRM-40350: Query caused no records to be retrieved.
Record: 1/1 | ... | List of Valu... | <OSC>

- Enter the appropriate student ID. If you do not know the student's ID, click on the inverted triangle and you will be taken to **SOAIDEN** where you will perform a search for the student's ID. After the search has been executed, place the cursor on the ID then click on *Select*. You will automatically return to **SFASRPO**.
- Enter the appropriate *Term*.
- Proceed to the next block area containing the *Permit* field.

Active permits issued to the student for the chosen term will be displayed, as will the student's class schedule for that term.

Two approaches to issuing permits:

- A permit may be issued for a specific section.
- A permit may be issued for a course, allowing the student to register for any section of the course in the term for which the permit is issued.

Oracle Fusion Middleware Forms Services: Open > SFASRPO

File Edit Options Block Item Record Query Tools Help

Student Registration Permit-Override SFASRPO 8.4.0.1 (DevL DB)

ID: @02787306 Student, Fake Term: 201340 Fall 2013

Student Permits and Overrides

Permit	CRN	Subject	Course Number	Section	User	Activity Date
PREREQ Pre-requisite permit		ENGL	202		CBRIGHT	18-JUN-2013
CLOSED Override maximum enrollment	10567	PSYC	101	001	CBRIGHT	18-JUN-2013

Student Schedule

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
11111	1	CRIM	101	001	12	0		☑		☑				1230	1345
11256	1	PLSC	111	001	23	0	☑		☑		☑			1325	1415
12364	1	HIST	197	003	13	0	☑		☑		☑			0905	0955
14246	A	FDNT	143	801	-1	0									

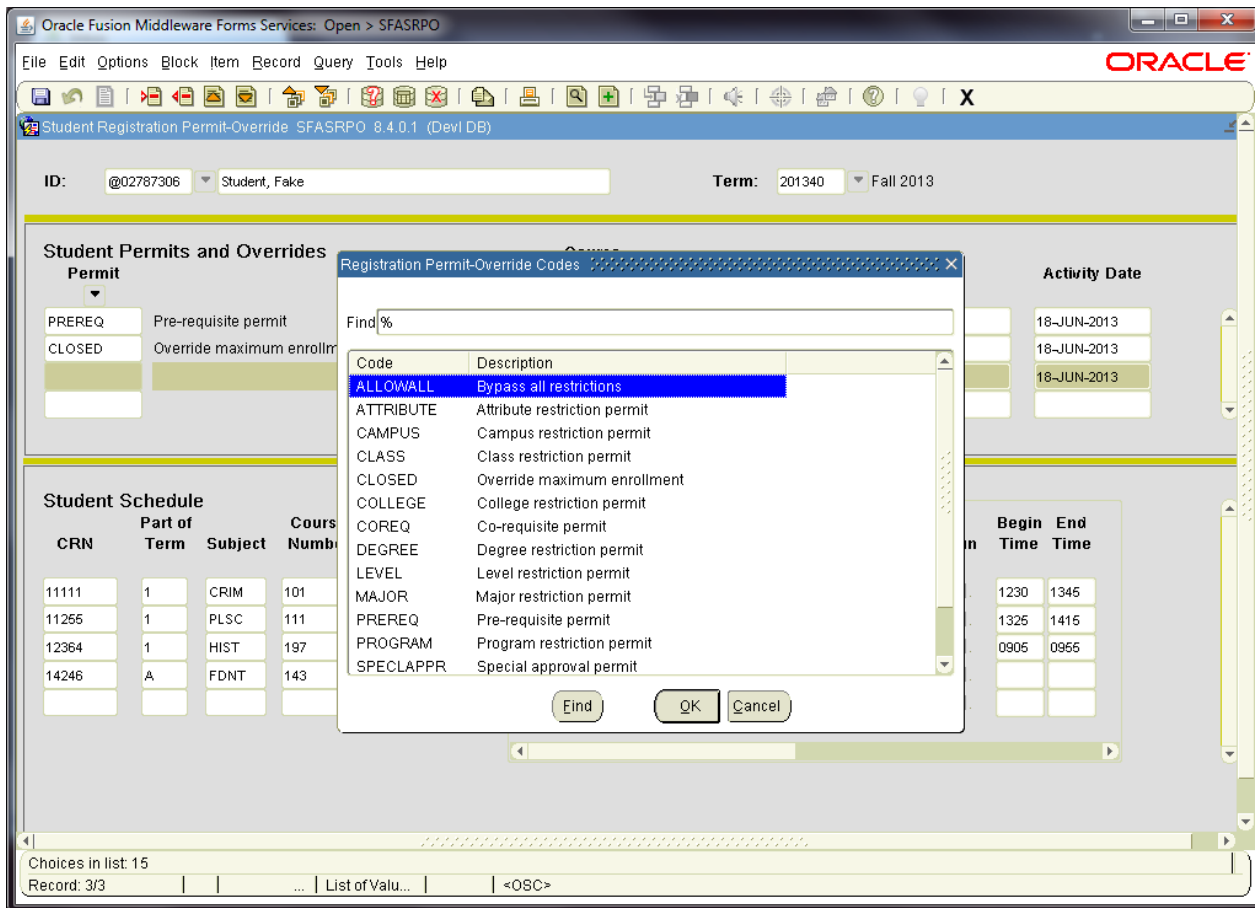
FRM-40400: Transaction complete: 2 records applied and saved.
Record: 2/2 ... List of Valu... | <OSC>

Caveats regarding the issuance of permits:

- Permits do not expire.
- If you wish to maintain a record of permits issued, you should *Print* and save this screen, for your records.
- Do not overwrite existing permits. Always add a new permit to the first available blank permit field.

Issuing a Permit:

To display available permit types, click on the inverted triangle under *Permit*.



Choose the desired permit type from the list and you will be returned to **SFASRPO**.

If you choose to issue a permit applicable to **all sections** of a course, only the permit type, subject, and course number need to be entered; i.e., ENGL 202.

To issue a permit for a specific section, that section's CRN and section number are required. The subject, course, and section fields will be populated automatically with the entry of the CRN. Likewise, the CRN will appear automatically when subject, course, and section number are entered.

If you are unsure about the CRN or section number, enter the subject and course, click on the inverted triangle below *CRN* or *Section* to execute a search.

- Position your cursor to highlight the desired section, and then choose *Select*.
- You will be returned to **SFASRPO** where the section and CRN will be displayed.
- Save your changes to issue the permit. The user ID of the assignor and the activity date will be displayed automatically.

- *Rollback* to clear a student's record from display and enter the next student's ID or *Exit* the form.

Note: Multiple permits may be issued for the same CRN or course subject.

Additional Note: The type of permit usually indicates which type of error the permit will override. Please note though that an ALLOWALL permit will **not** override a closed section. Only a CLOSED permit will allow a student to register for a section that has reached its enrollment maximum.

Modifying a Permit:

Section specific permits may be modified. For instance, if a permit was issued for a section that has since been canceled, you may wish to modify the permit to allow the student to register for a different section of the course. To make the permit applicable to a different section, remove the CRN, then modify the section number and *Save* the record. The activity date and user ID will be updated, if applicable.

Removing a Permit:

Since permits do not expire, you may wish to set up a system whereby unused permits are removed from students' records 7 days after issuance. Otherwise, managing and predicting enrollment could become difficult – particularly in the case of **closed** section permits.

Clear v. Remove functions:

- *Clearing* a record will remove the record from the current display only.
- The only method by which a permit may be deleted is to *Remove* the permit from the student's record.
 - Choose the permit to be removed by selecting the specific permit record.
 - The record will be highlighted.
 - Select *Remove Record* function from the shortcut bar.
 - Save changes to complete the transaction.
 - Rollback to the clear the student's record from display and enter the next *student's* ID or *Exit* to leave the form.