

## 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.

1. Enter the appropriate student ID. If you do not know the student's ID, click on the three dots to be directed to **SOAIDEN** to search for the student's ID. After the search has been executed, double click the name. You will automatically return to **SFASRPO**.
2. Enter the appropriate *Term*.
3. 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.

Student Registration Permit-Override SFASRPO 9.3.6 (Prod DB)

ID: @03    Term: 201840 Fall 2018

Start Over

STUDENT PERMITS AND OVERRIDES

Permit *	Permit Description	CRN	Subject	Course Number	Section

Record 1 of 1

STUDENT SCHEDULE

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	Schedule Type	Section Status	Block Indicator	Registration Status
10016	1	COMM	240	001	0	0		✓		✓				0930	1045				I	C	O		RW
10035	1	COMM	395	001	4	0	✓							1325	1415	O			I	C	O		RW
10111	1	GEOS	101	001	0	0	✓		✓		✓			0905	0955				I	C	O		RW
11231	1	COMM	315	W01	0	0	✓		✓		✓			1430	1520	O			I	C	O		RW
11246	1	JRNL	102	001	34	0	✓		✓		✓			1115	1205				I	C	O		RW

Record 1 of 6

Activity Date: 10/29/2018 12:00:00 AM

EDIT    Record: 1 / 1    SFASRPO.SFASRPO\_ROW\_CODE [1]    ©2000 - 2018 Ellucian. All rights reserved.    ellucian.

### Two approaches to issuing permits:

- ① A permit may be issued for a *specific section*.
- ② 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.

## Caveats regarding the issuance of permits:

- Permits do not expire.
- To maintain a record of permits issued, **Print** and **Save** this screen, for your records.
- Do not overwrite existing permits. Always add a new permit into a blank permit field.

Permit *	Permit Description	CRN	Subject	Course Number	Section
PREREQ	Pre-requisite permit		ENGL	202	
CLOSED	Override maximum enrollment	11225	CHEM	481	002

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	Schedule Type	Section Status	Block Indicator	Registration Status
10016	1	COMM	240	001	0	0								0930	1045				I	C	O		RW
10035	1	COMM	395	001	4	0								1325	1415	O			I	C	O		RW
10111	1	GEOS	101	001	0	0								0905	0955				I	C	O		RW
11231	1	COMM	315	W01	0	0								1430	1520	O			I	C	O		RW
11246	1	JRNL	102	001	34	0								1115	1205				I	C	O		RW

## Issuing a Permit:

- To display available permit types, click on the three dots 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.


Code	Description
ALLOWALL	Bypass all restrictions
CAMPUS	Campus restriction permit
CLASS	Class restriction permit
CLOSED	Override maximum enrollment
COLLEGE	College restriction permit
COREQ	Co-requisite permit
DEGREE	Degree restriction permit
LEVEL	Level restriction permit
MAJOR	Major restriction permit
PREREQ	Pre-requisite permit


- 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.*

1. **Save** your changes to issue the permit. The user ID of the assignor and the activity date will be displayed at the bottom automatically.

2. **Start Over** to clear a student and enter the next student's ID or **Exit** the form.

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

 The type of permit usually indicates which type of error the permit will override. Please note though that an **ALLOWALL** permit **will not override every possible error** that a student may encounter. The **ALLOWALL** permit **will override** Pre-requisites, Co-requisites, and College, Class, Program, Degree and Field of Study restrictions.

 The only permit that will allow students to register for a section that has reached its enrollment maximum is the **CLOSED** permit. The same goes for sections that require special approval **SPECLAPPR**. Additionally, **ALLOWALL** will not override level, because students require approval from the School of Graduate Studies and Research or must be admitted as a graduate student, to register for graduate level coursework.

### 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 a permit may be deleted is to **Remove** the permit from the student's record.
1. Choose the permit to be removed by selecting the specific permit record.
    - The record will be highlighted
  2. Select **Delete** from the shortcut bar
  3. **Save** changes to complete the transaction
  4. **Start Over** to clear the student's record from display and enter the next *student's* ID or **Exit** to leave the form