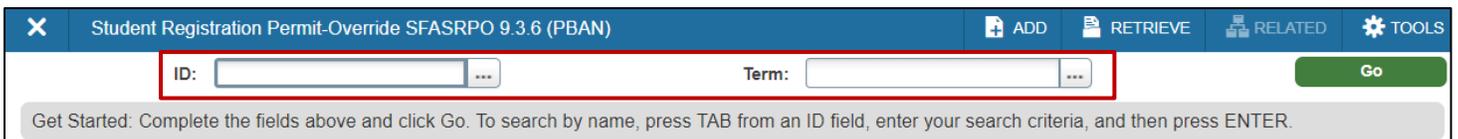


How to Add a Student Registration Permit-Override in Banner 9

Adding a Permit gives a student the ability to add a course themselves (or to be added Banner 9 Admin Pages) when a restriction is in place that would otherwise stop them. **Review the documents How to View Schedule Restrictions in Banner 9 and How to View Prerequisite and Test Score Restrictions in Banner 9 to determine which restrictions a course has.**

1. Log in to Banner 9 Admin Pages.
2. In the search box, enter Student Registration Permit-Override or SFASRPO.
3. Enter the Banner ID and Term in the search screen.



Student Registration Permit-Override SFASRPO 9.3.6 (PBAN)

ID: Term:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

4. Click the Go button to find the record.

There are 2 Sections on this form:

- Student Permits and Overrides
- Student Schedule

STUDENT PERMITS AND OVERRIDES																					
Permit *	Permit Description		CRN	Subject	Course Number	Section															
<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>															
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
83083	1	DESN	2036	002	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1450	O			008	04	A
83084	1	DESN	2037	002	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1500	1550	O			008	02	A
83349	1	ITEC	2054	001	6	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0950				008	04	A
83351	1	ITEC	2055	001	6	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0950				008	02	A
83505	1	ITEC	2090	001	-2	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1200	1350	O			008	04	A
Record 1 of 7																					

5. In the Permit field enter the Permit. If one or more permits already exists, click the insert button to add another row.

STUDENT PERMITS AND OVERRIDES																
Permit *	Permit Description		CRN	Subject	Course Number	Section										
COLLEGE	Permits college conflict		83083	DESN	2036	002										
Record 1 of 1																

6. Use the lookup button to search for the Permit



7. Select the appropriate permit and click OK.

The dialog box titled "Registration Permit-Override Codes" features a search criteria field at the top. Below it is a table with the following data:

Code	Description
CLASS	Permits course outside class
COLLEGE	Permits college conflict
COREQ	Permits course w/o coreq
DEGREE	Permits degree conflict
PREREQ	Permits course w/o prereq
REPEAT	Permits repeat course
TIMECONF	Permits time conflict

At the bottom of the dialog, there are "Cancel" and "OK" buttons. The "OK" button is highlighted with a red box.

8. If you know the CRN of the course/section enter it in the CRN field. If not, use the look up button to search for the correct section. Each override/permit must be assigned to a specific CRN.

The "STUDENT PERMITS AND OVERRIDES" table has the following structure:

Permit *	Permit Description	CRN	Subject
COLLEGE	Permits college conflict	<input type="text"/>	

The CRN field in the first row is highlighted with a red box and contains a lookup button icon (three dots). The table footer shows "5 Per Page" and "1 of 1" records.

9. Click the Save button to save the permit.



10. The student can now register (or be registered) for the course even though the restriction would have stopped them before. Enter Multiple permits if a course has multiple restrictions.