



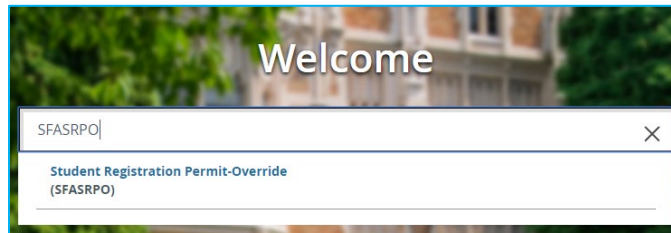
PLEASE REVIEW BANNER 9 & SSB AND ARGOS: SYSTEMS OVERVIEW AND BASIC INSTRUCTIONS BEFORE YOU BEGIN.

Banner 9 Admin Pages: Student Registration Permit-Override (SFASRPO)

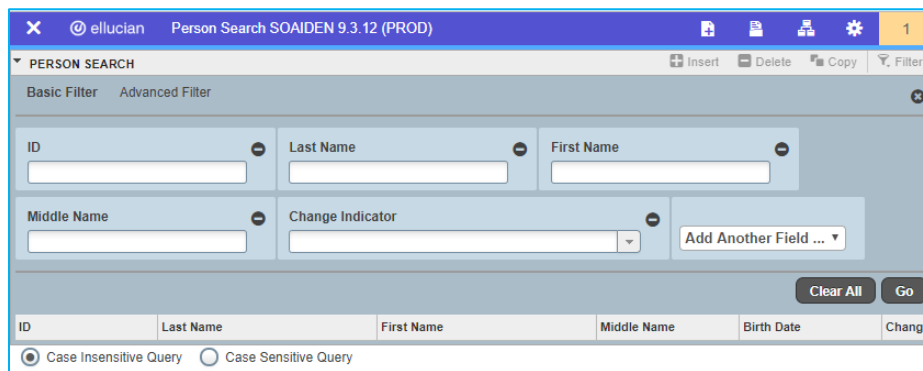
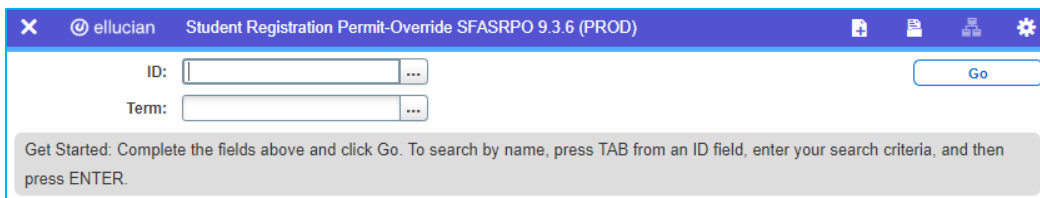
The Student Registration Permit Override (SFASRPO) form allows a student's course permits and overrides history to be recorded. The ability to permit-override courses is permission-based. Please email requests for permissions to the Help Desk help@newhaven.edu.

PROCEDURES FOR PERMITTING/OVERRIDING COURSES IN BANNER

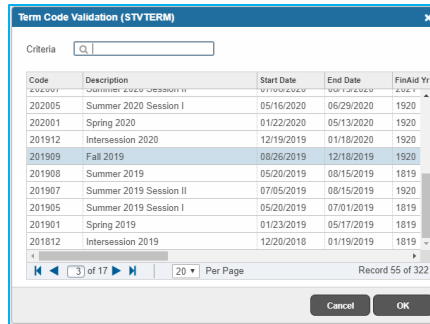
1. On the Welcome page, in the Go To area, enter the form name, SFASRPO, and press the Enter key.



2. Enter the student ID number and Term and press the Enter key, **or** press the "more" (...) key to open the Person Search SOAIDEN form and enter the student's last name, first name. From the Person Search list, click on the student's record and click the Select button at the bottom of the page. The student ID will be entered in the SFASRPO form.



3. If you do not know the Term Code, click the More button next to the Term field to display the Term Codes. Select the registration term for which the Permit and Override will apply. Click OK.



- The term will be entered into the Term field.
- Click the Go button to move to the next field: Permit. If you know the Registration Permit-Override Code (see chart below), you can enter it into the Permit field, or click on the More button to display the RPO Codes. Select the appropriate code. Click OK.

Registration Permit-Override Codes	Code Description	Use
Role-based codes		
DEAN	Dean	Overrides all restriction codes
CHAIR	Chairperson	Overrides all restrictions except Capacity
COORDINATR	Program Coordinator Override	Student must be permitted to register for a course that has an enrollment restriction by a "screener": coordinator, advisor, instructor, or honors
ADVISOR	Academic Advisor	
INSTRUCTOR	Instructor	
HONORS	Honor's Program Director	
Issue-based codes		
*CAPACITY - see important notes below	Capacity of Course Override	Only Deans/Associate Deans can override course capacity; must select a specific course section
PROGRAM	Program of Study Override	Only department chairs or their designees can use these codes to override individual student issues.
TIME	Time Override	
PREREQ	Prerequisite Override	
COREQ	Corequisite Override	
DUPLICATE	Duplicate Course Override	
REPEAT	Repeat Course Override	
CLASS	Class Year Override	
COHORT	Cohort Override	
FIELD	Field of Study Override	

- The Permit-Override Code is entered into the field. At a minimum, you must enter the Subject Code and a Course Number for the course that will be overridden. You may select the specific section if you are limiting the override for only that section. You can see if the section fits in an open spot on the student's schedule shown on the bottom part of the screen. **Please note that all other restrictions (such as Class Year, Field of Study and Capacity, etc.) still apply, therefore, it may be necessary to add other override codes.** If restricting the student to a specific section is not necessary, do not select a specific section.

Example: to permit the student to take PSYC3316 in Fall 2019, enter a Prerequisite Override **to bypass any prerequisite listed in the course description that has not been successfully completed by the student nor is currently in progress.** The student can now register for any available section of PSYC3316 occurring during Fall 2019 as long as there are no other restrictions.

STUDENT PERMITS AND OVERRIDES							Insert	Delete	Copy	Filter
Permit *	Permit Description	CRN	Subject	Course Number	Section					

Record 1 of 1

STUDENT SCHEDULE														Insert	Delete	Copy	Filter	
CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin				
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

Record 1 of 1

- Click on the Save button at the bottom of the form to apply the override and save the change.

Activity Date 04/04/2019 12:00:00 AM	SAVE
--------------------------------------	-------------

Your username is associated with the change.

- Click the Start Over button at the top of the form if you are done with that student's record. Clear the student ID field to enter the next student's ID.

- To exit the SFASRPO form and return to the General Menu, click the Exit "X" button.

X	ellucian	Student Registration Permit-Override SFASRPO 9.3.6 (PROD)
----------	----------	---

* **CAPACITY** - The best practice would be to find an open seat in another section rather than overriding capacity of a filled course. If you enter a CAPACITY override, you must notify the student that you will revoke the override in 48 hours if they do not register for the course – revoking is not an automatic process. You must manually remove the override after 48 hours.

To remove or revoke a permission, such as capacity, select the permission and click the Delete button in the Toolbar then click the Save button.

STUDENT PERMITS AND OVERRIDES						Insert	Delete	Copy	Filter
Permit *	Permit Description	CRN	Subject	Course Number	Section				

Contact for additional assistance using any University of New Haven system:

Lisa Scranton lscranton@newhaven.edu 203.932.7485

Contact the Registrar's Office with questions about the information in Banner 9 records at registrar@newhaven.edu 203.932.7309.

Updated April 4, 2019