

SFASRPO – Student Registration Permit Override Form

The Student Registration Permit Override form is used to assign term-specific permissions and overrides to a student record. When students receive **Registration Add Errors** on the Add Drop Page in RaiderNet, they may contact the academic department for an override. The department will then enter an override on SFASRPO.

Registration Add Errors

The snapshot below illustrates a **Registration Add Error** in RaiderNet. The student received a “Permission of Department” registration add error while attempting to register for ART2325-001.

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Mar 20, 2007	None	83532	MATH	1530	008	Undergraduate	3.000	Standard Letter	Applied Statistics
Registered on Mar 22, 2007	None	86074	ENGL	1010	999	Undergraduate	3.000	Includes N Grade	Expository Writing
Registered on Apr 03, 2007	None	85915	ART	1030	R50	Undergraduate	3.000	Standard Letter	Art Appreciation
Registered on May 08, 2007		80105	FOED	2110	010	Undergraduate	3.000	Standard Letter	Educational Psychology

Total Credit Hours: 12.000
Billing Hours: 12.000
Maximum Hours: 18.000
Date: May 11, 2007 11:05 am

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Permission of Department	80438	ART	2325	001	Undergraduate	3.000	Standard Letter	Typographic Design

Add Classes Worksheet

CRNs

Registration Errors that can be overridden on SFASRPO:

1. **CLASS**-class restriction (JR, SR, etc),
2. **COLL**-college restriction (BU, RODP, etc.),
3. **CREQ**-co-requisite required; enroll in both courses at same time (Coreq_BIOL 1031 REQ),
4. **DEGR**-degree restriction (BBA, MA, etc.),
5. **MAJR**-major restriction (ACTG, BIOL, etc.),
6. **PREQ**-prerequisites (PREQ and TEST SCORE) This could be course prerequisites, prescribed course prerequisites, admission to teacher education, candidacy required, and/or honors eligibility required.
7. **PROG**-program restriction (BA-FOLAFREN, MS-HUSC-NUFO, etc.)
8. **SPEC**-department permission; Classes entered on SSASECT requiring (DP) department permission.
9. **TIME**-time conflict; The time conflict override will allow departments to approve any time conflicts involving their courses without having to notify the Scheduling Center.
10. **RES**-overrides class, degree, major, and program. Use this when the student receives more than one of these errors.
11. **ENRL**-closed class; Overrides maximum enrollment. Before issuing check your actual enrollment in relation to the room capacity. If the course is part of a cross list group, the Scheduling Center may need to adjust the group maximum enrollment on SSAXLST.

NOTE: All overrides are defined by Records & Scheduling staff on SFAROVR.

Most overrides will not overbook classroom capacity **UNLESS** the department has increased the maximum enrollment of the course higher than the room capacity. **DO NOT SET YOUR MAXIMUM ENROLLMENT GREATER THAN THE CAPACITY OF THE CLASSROOM.** The ENRL override is the only override that allows registration in a closed course. Before entering the ENRL override, check your actual enrollment in relation to the room capacity. Departmental staff members should self-monitor based on past drop/add history for a particular course taking into consideration the meeting time of the class (prime time), the size of the class, and the fact that available space will be very tight this fall.

Please do not overbook classrooms. If you overbook a classroom, we may not have another room available. Students would need to be dropped from the section to bring the class into fire code compliance. This is unfair to the students and could cause eligibility problems for lottery and scholarships.

You may run a Banner job submission program to monitor overbooking--SZRCLEN. Room capacity may be viewed on the Webviewer or on SZRCLEN in Banner.

Registration Errors that cannot be overridden on SFASRPO:

Level –this means that an undergraduate student is attempting to register for a graduate course. Undergraduates who wish to take graduate courses must seek approval from the graduate office. A completed form with signatures is required. A copy of the form or e-mail should be sent to the Scheduling Center. The Scheduling Center can override a LEVEL message on SFAREGS only if approval is granted by the College of Graduate Studies. Scheduling Center should never override a LEVEL error message with “Y” or “A” unless approval from the Graduate Office.

Maximum Hours- this means that student has reached maximum hours allowed for registration—needs overload approval. The dean’s staff may adjust the maximum hours on SFAREGS or upon approval from the Dean’s office, the Scheduling Center can adjust the hours in the second block of SFAREGS for overload situations. If a student’s maximum hours value is set at 11.99 for undergraduates or 8.99 for graduates, do not adjust the maximum hours. This means that the student has not provided satisfactory proof of MMR immunizations. Students may only be at part-time status until proof of MMR immunizations is received by Health Services.

How to enter an override/permit in INB (Internet Native Banner)

The academic department may enter an override in INB Banner. Type SFASRPO in the “Go To” field then click enter. (From any form, you may hit F5 and the direct access “Go To” box will appear. You may then add the form name and hit enter.)

Access SFASRPO and complete the following steps to assign an override to a student.

1. Enter the student’s identification number and the appropriate term code in the key block of the form: next block. (200780 = Fall 2007; 200810 = Spring 2008; 200850 = Summer 2008)
2. Enter the appropriate code in the permit field of the Student Permits and Overrides block. The permit description auto-populates. If you do not know the permit code, you may search using the drop-down arrow.
3. Enter the override information as follows:
 - a. CRN to override a specific section of a class.
 - b. Subject and course number only to enter an override for any section of a course. For instance, PREQ overrides pre-requisites for ENGL 2030 and allows the student to enroll in any section of the course if there are no other error messages. SAVE.

Detailed Steps: Issuing a Permit or Override on SFASRPO with Examples

Step 1 – Type student's ID number. If you do not know the student's ID number, search for the student by name. Hit tab and type the student's last name and part of the first name% (the percent sign is a wildcard). Example: Underwood, Te%; hit enter. Names are case sensitive. If only one person matches the search criteria, the name will auto-populate the field.

Oracle Developer Forms Runtime - Web: Open > SFASRPO

File Edit Options Block Item Record Query Tools Help

Student Registration Permit-Override SFASRPO 7.0 (TEST)

ID: Term:

Student Permits and Overrides

Permit	CRN	Subject	Course Number	Section	User	Activity Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

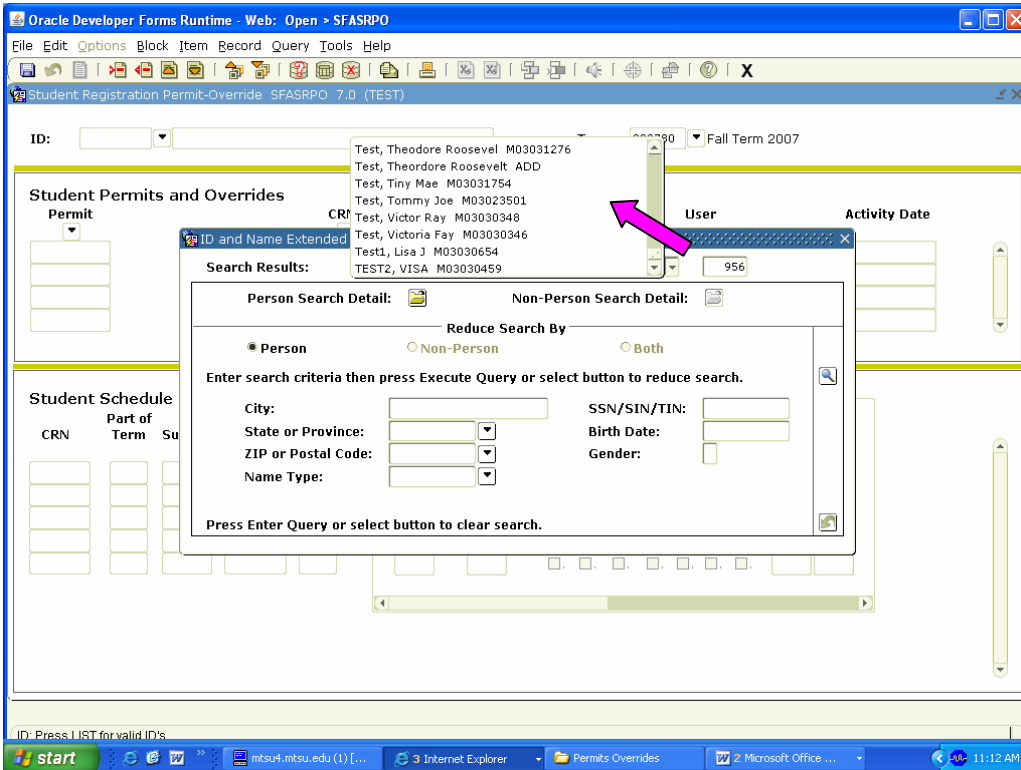
Student Schedule

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

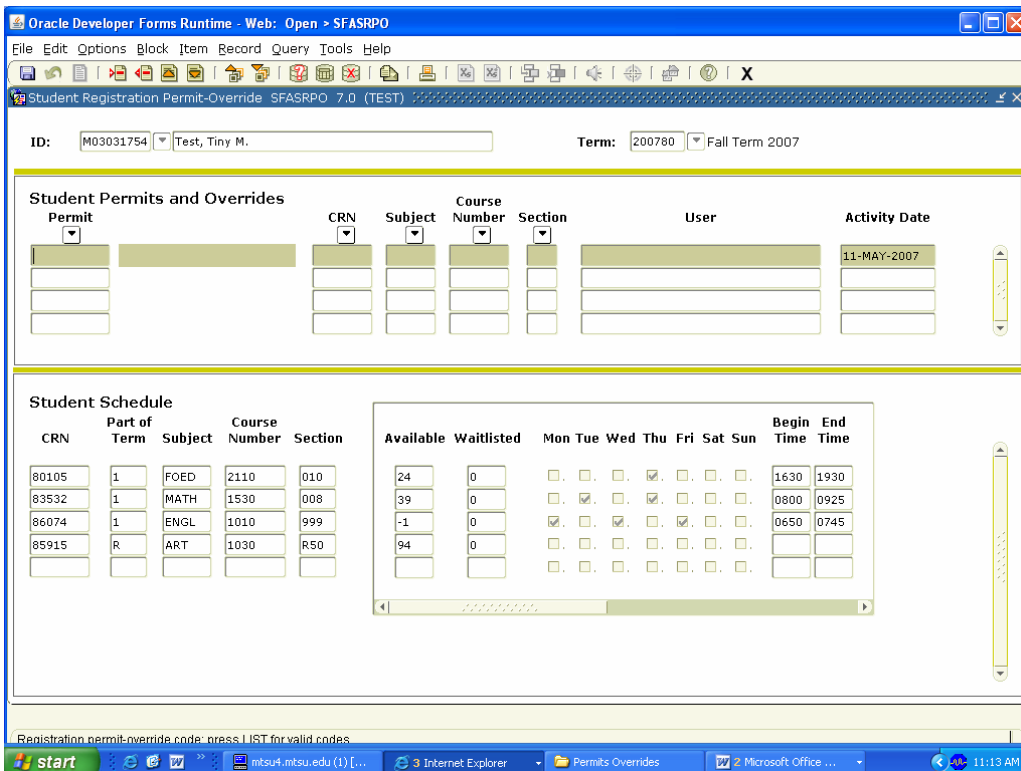
Name: Enter a name Last, First, Middle and press enter or tab. Use the wildcard "*" if needed.

start | Internet Explorer | Permits Overrides | Microsoft Office ... | 11:10 AM

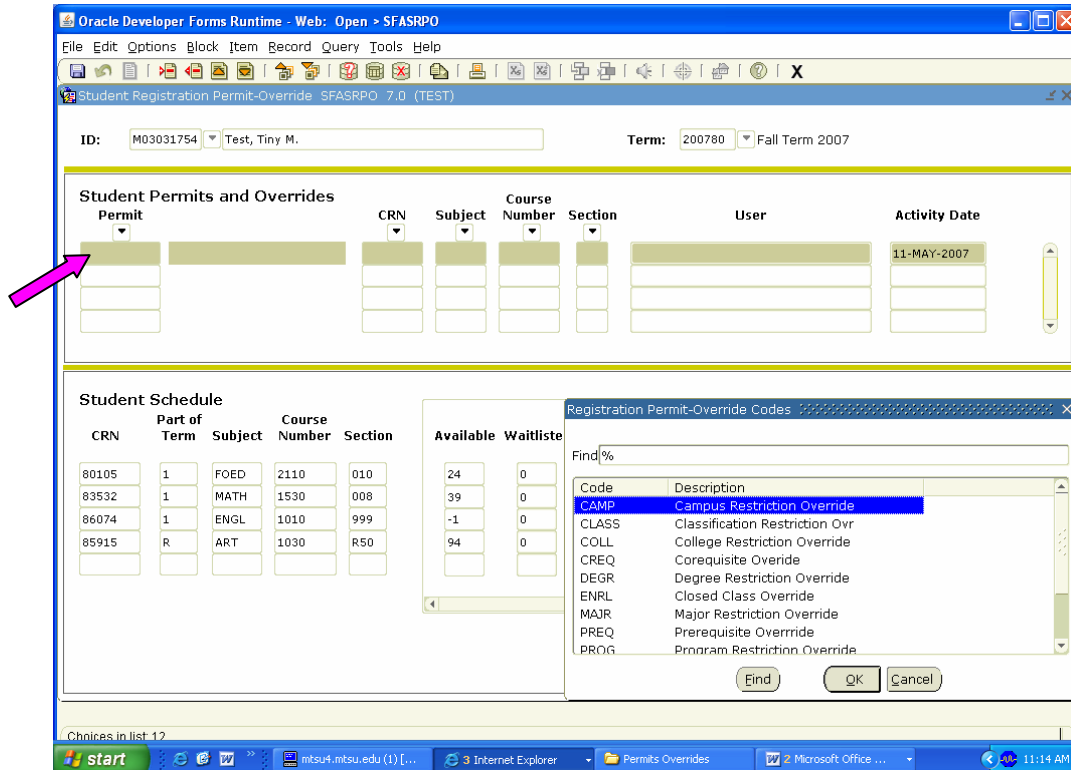
If more than one student matches the search criteria, a search screen will appear (Test, T% entered). The number of students that match the criteria will appear next to the drop down menu. Click the down arrow in the drop down menu and search for the student. Click on the correct student, and their name will appear along with their ID number on the form.



Step 2 – Enter term; next block. The student’s schedule will auto-populate.



Step 3 - Double click in the permit field, and a list of codes will display.

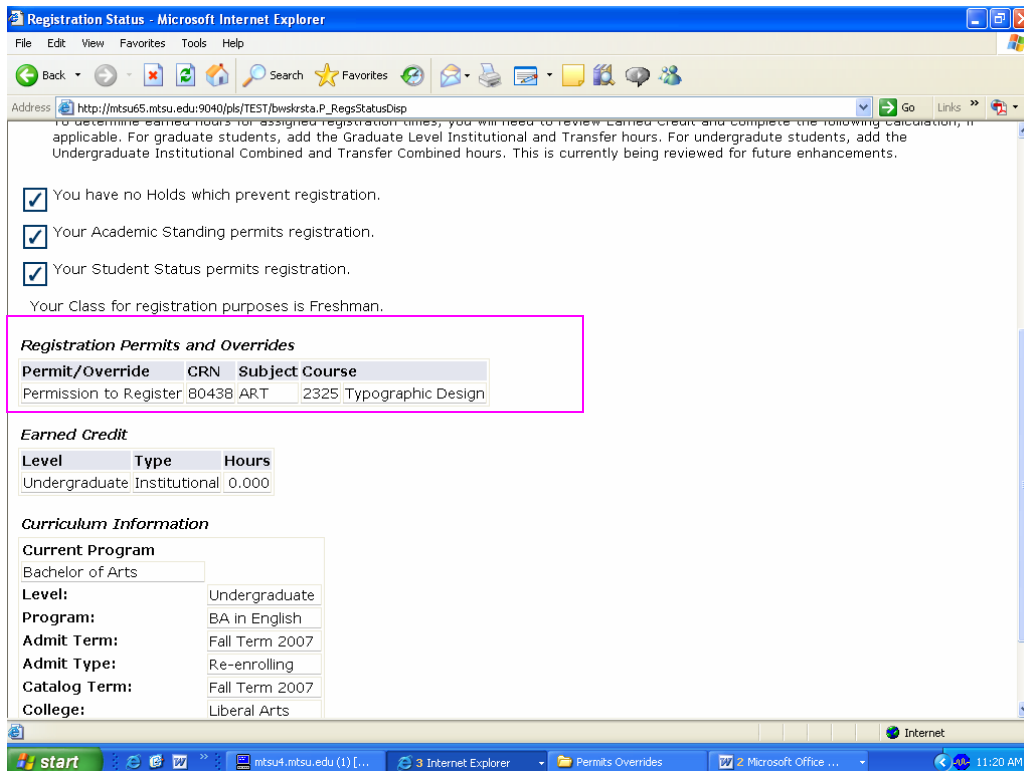


Step 4 – Click the code and hit OK.

Step 5 – Type the Course Ref Number (CRN). The subject, course, and section will auto-populate.

Step 6– Click on save icon.

Step 7 – Click the black X to exit this screen. Your email user name will auto-populate in the User field. You must individually override each student in each class. The student is then able to register for the class. Students may view issued permits and overrides in RaiderNet from the Registration menu/Registration Status.



Example of SPEC overrides on SFASRPO for different sections of same course:

Oracle Developer Forms Runtime - Web: Open - SFASRPO

File Edit Options Block Item Record Query Tools Help

Student Registration Permit-Override SFASRPO 7.0 (TEST)

ID: M03031754 Test, Tiny M. Term: 200780 Fall Term 2007

Student Permits and Overrides

Permit		CRN	Subject	Course Number	Section	User	Activity Date
SPEC	Permission to Register	80438	ART	2325	001	CKIRCHNE	11-MAY-2007
SPEC	Permission to Register	80439	ART	2325	002	CKIRCHNE	11-MAY-2007
							11-MAY-2007

Student Schedule

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
80105	1	FOED	2110	010	24	0				☑				1630	1930
80438	1	ART	2325	001	13	0		☑		☑				1120	1425
83532	1	MATH	1530	008	39	0		☑	☑	☑				0800	0925
86074	1	ENGL	1010	999	-1	0	☑		☑		☑			0650	0745
85915	R	ART	1030	R50	94	0									

Registration permit-override code: press LIST for valid codes

start | mtsu4.mtsu.edu (1) | Internet Explorer | Permits Overrides | Microsoft Office | 11:22 AM

Tips and Reminders:

DO NOT OVERRIDE Honors Course Sections

Course sections offered for honors credit are identified with an “H” in the section number. Only the College of University Honors may override honors course sections on SFASRPO. When issuing overrides for any section of a course, please use caution. For instance, you should not issue a PREQ override for COMM 2200 (subject and number only) on SFASRPO because this will override the honors sections of COMM 2200, as well.

In other words, a PREQ override entered on SFASRPO may override not only the course prerequisites but the prescribed course (r/d prerequisites), honors requirement, candidacy requirement, or teacher education requirement.

Permits do not expire and will not be purged for non-payment.

If you wish to maintain a record of permits issued, you should select PRINT from the shortcut bar after saving the transaction.

Do not overwrite existing permits unless it is section specific (see Modifying a Permit). Always add a new permit to the first available blank permit field. Use the down arrow key to navigate from field to field in a block.

Actual enrollment in the course will not reflect the override until a student adds the class.

One override or permit may not allow registration. Requirements of the course may be such that an override must be issued to override major restrictions and prerequisites. In this case, two overrides must be entered; MAJR and PREQ.

PLEASE DO NOT PERMIT OR OVERRIDE A STUDENT IN A COURSE OUTSIDE YOUR DEPARTMENT OR AUTHORITY.

SZROVER

(Run this job in Banner INB to find out who entered an override)

- From the General Menu, in the “Go To” box enter: SZROVER (enter)
- GJAPCTL form will open (next block)
- Select printer – DATABASE (next block)
- Enter parameter values for your search:
 1. Always enter a term (200780 = Fall 2007; 200810 = Spring 2008; 200850 = Summer 2008)
 2. ROVR Code = you may enter a specific override code, i.e. SPEC for department permission.
 3. CRN (course reference number/call number) is optional; Enter if you want to find out who entered an override for a specific CRN.
 4. Enter course subject code (optional)
 5. Enter course number (optional); If you want to see who has issued overrides for all sections of a specific course, you may want to enter the subject code and course number.
 6. Sequence number = course section number. Enter H% to search for all honors sections, L% to search for all Learning Communities, R% to search for all RODP courses, etc.
 7. User = User’s email minus @mtsu.edu. This is the person who entered the override.
 8. From Activity Date and To Activity Date: Enter From and To Activity Date if you are looking for a particular date range. For instance, all the overrides entered the past week.
- Next Block
- Submit and Save
- Click on Options menu
- Click review output
- Click on inverted triangle on file name field. Double click on .lis file in log to view report.
- Click on Options menu again then click on Show Document to display report in a browser.

Modifying Permits and Overrides

To modify a section specific permit/override, remove the CRN, enter the new CRN and SAVE. For instance, a permit was issued for a section that has since been cancelled. The activity date and user ID will be updated, if applicable.

The screenshot displays the Oracle Developer Forms Runtime interface for 'SFASRPO'. The top section, 'Student Permits and Overrides', contains a table with the following data:

Permit	CRN	Subject	Course Number	Section	User	Activity Date
SPEC	80439	ART	2325	002	CKIRCHNE	11-MAY-2007

The bottom section, 'Student Schedule', contains a table with the following data:

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
80105	1	FOED	2110	010	24	0								1630	1930
80438	1	ART	2325	001	13	0								1120	1425
83532	1	MATH	1530	008	39	0								0800	0925
86074	1	ENGL	1010	999	-1	0								0650	0745
85915	R	ART	1030	R50	94	0									

Clear versus Remove Function:

1. Clearing a record will remove the record from the current display only.
2. The only method by which a permit may be deleted is to RECORD REMOVE the permit from the student's record.
 - a. Choose the permit to be removed by selecting the specific permit.
 - b. The record will be highlighted
 - c. Open the RECORD drop down menu, then select REMOVE from the menu.
 - d. Save changes to complete the transaction.
 - e. Rollback to clear the student's record from display and enter the next student's ID or EXIT to leave the form.

Caution When Combining Overrides for same Subject/Course

If a permit-override code is assigned to a subject and course number combination that is not associated with a CRN, and a different permit-override code (with a different set of registration error overrides allowed) is assigned to a specific CRN that has the same subject and course number, the logic in the permit-override checking will "combine" the rules in the sense that all of the Y(es) overrides for registration error checking will be combined from both rules.

This will not be a problem if the Y(es) overrides permitted for the specific CRN are the same, or include more Y(es) overrides than the rule associated with the same subject and course number combination. This will be a problem if the Y(es) overrides permitted for the specific CRN are fewer and/or different from the overrides permitted for the same subject and course number combination.

Display of Error Messages in Banner

Error messages in SFAREGS (Registration form) display the first time the user attempts to save a student's registration or the student submits CRNS on the Add Drop page in RaiderNet. As each error is resolved, remaining errors will display. This is the order that Banner displays error messages:

- Special Approval Required (DP) department permission required
- Level Restrictions
- College Restrictions
- Degree Restrictions
- Program Restrictions
- Major Restrictions
- Campus Restrictions
- Class Restrictions
- Repeat Restriction
- Closed (class is full)
- Duplicate Courses
- Time Conflicts
- Prerequisites
- Corequisites
- Max Hours