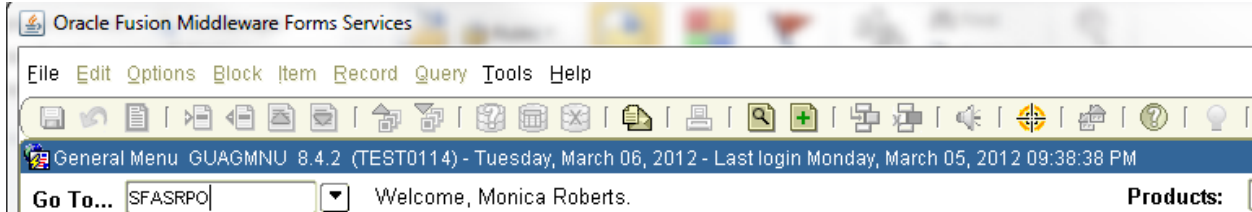


# Internet Native Banner (INB) & Student Permission

## Steps for Grant Student Permissions:

1. Access the Permission form by typing in SFASRPO and selecting enter:



2. Enter BSUID if provided. If not, then you have two options to find the student information:
  - a. First is to use the drop down arrow by the ID field and perform a Person Search (SOAIDEN) **or**
  - b. Second is to skip the ID field by tabbing over to the next field, type person last name comma first name and press enter. If you have more than one person with the same name, you will have to select the correct person from the ID and Name Extended Search.
3. Enter the term that you are going to grant the permission
4. Next Block
5. You must first select the appropriate Permit code to match the override to be granted.

Code	Description	Use When:
APPR	Special Approval	Courses are set up to require permission before students can register for the course
ATTR	Student Attribute Override	Students are missing the course attribute
CLASS	Class Level Override	You are going to allow a student to register for course that is outside their class, example -Only JR or SR
COREQ	Lab/Lecture Override	You want to allow the student to register for lecture and lab that don't go together
DEGREE	Degree/Major/Minor/Override	Student is attempting to register for a course that is set up with restrictions on Degree, Program, Field of Study, Minor, Major
DUPL	Duplicate Course	You are going to allow a student to register for the same course in the same term. For courses that allow variable credits to be earned in the same term, this can be achieved with section building instead of permission as well. Contact Academic Systems to learn more.
FULL	Capacity Override	A course is full. Also, this override is needed to override Reserve Seating error.
LEVEL	Level Restriction Override	You are going to allow either a Graduate or Undergraduate permission to register for a course that has restrictions on level
PREREQ	Pre-requisite Override	You want to override your catalog pre-requisites for a course
REPEAT	Repeat Course Override	This only allows registration for the course, students will not receive more credit than what is allowed in the catalog

Student Registration Permit-Override SFASRPO 8.4.0.1 (TEST)

ID:  Term: 201310 Fall 2013

### Student Permits and Overrides

Permit		CRN	Subject	Course Number	Section	User	Activity Date
FULL	Capacity Override		WGS	210		BSU000404774	09-SEP-2013
TIME	Time Conflict Override		FL	299X		BSU000404774	09-SEP-2013
PREREQ	Pre-requisite Override		NUR	340		BSU000404774	09-SEP-2013
APPR	Special Approval	15426	NUR	340	1K	BSU000404774	09-SEP-2013

### Student Schedule

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
17743	1	FL	299X	931	19	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**Note:** If the student is currently registered in courses for the term, they will appear in the bottom portion of the form.

6. Tab to enter the course information. There are two ways that course permission can be granted for a student:
  - a. Permission based upon a specific CRN or
  - b. Permission for any section of the Course
    - i. Below are examples of both:

Example of a Subject and Course override—this will allow the student to register for any section of the course.

Student Registration Permit-Override SFASRPO 8.4.0.1 (TEST)

ID:  Term: 201310 Fall 2013

### Student Permits and Overrides

Permit		CRN	Subject	Course Number	Section	User	Activity Date
FULL	Capacity Override		WGS	210		BSU000404774	09-SEP-2013
TIME	Time Conflict Override		FL	299X		BSU000404774	09-SEP-2013
PREREQ	Pre-requisite Override		NUR	340		BSU000404774	09-SEP-2013

Example of a CRN override:

Student Registration Permit-Override SFASRPO 8.4.0.1 (TEST)

ID:  Term: 201310 Fall 2013

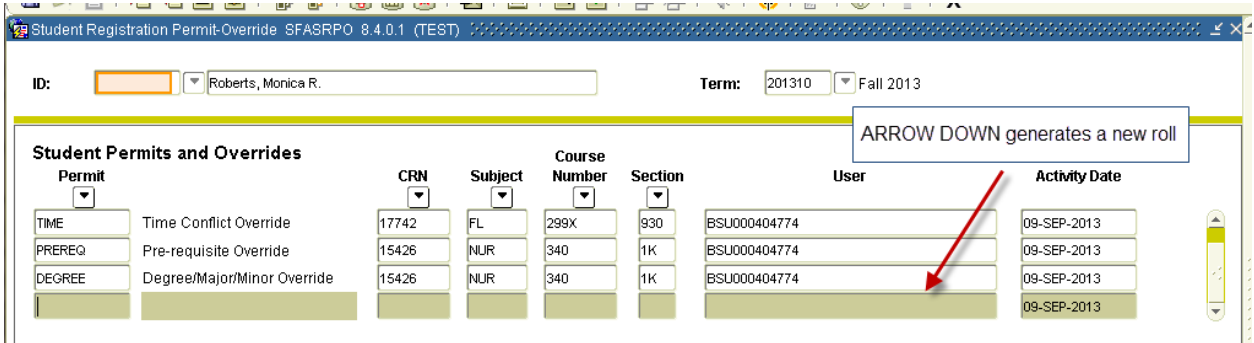
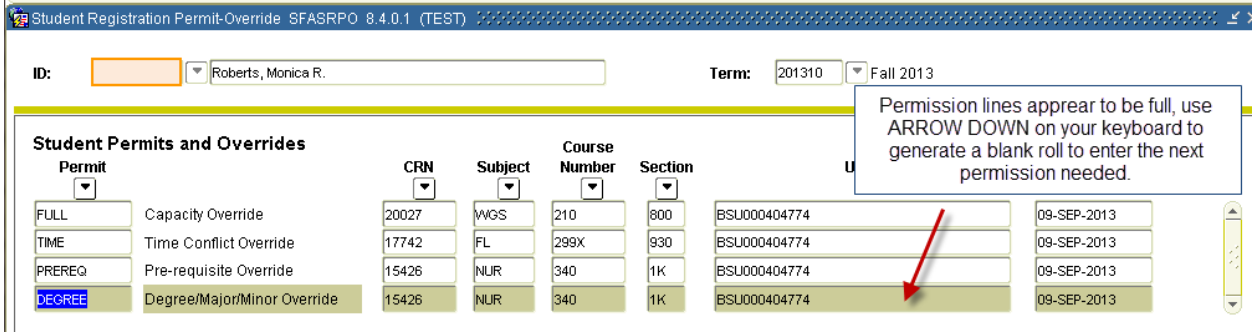
### Student Permits and Overrides

Permit		CRN	Subject	Course Number	Section	User	Activity Date
FULL	Capacity Override	20027	WGS	210	800	BSU000404774	09-SEP-2013
TIME	Time Conflict Override	17742	FL	299X	930	BSU000404774	09-SEP-2013
PREREQ	Pre-requisite Override	15426	NUR	340	1K	BSU000404774	09-SEP-2013

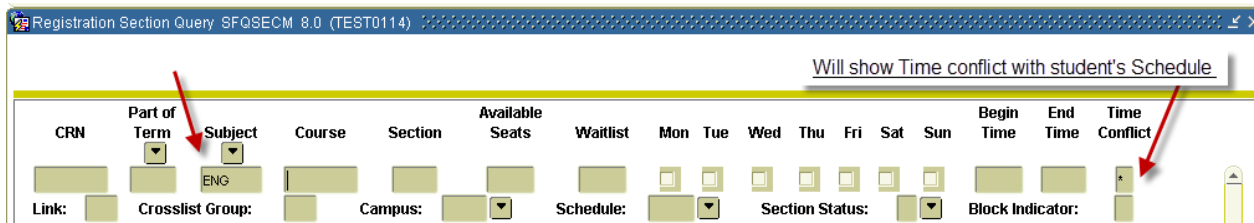
7. Save record

**Helpful Hints:**

1. If you enter the Subject, Course Number and Section, the system will populate the CRN field.
2. If you have more than 4 permissions to enter for a student, you will need to use the **down arrow** to generate another permission roll.



3. To search for a course click on the down arrow under CRN and select Search for Sections (SFQSECM) from the pop-up box:
  - a) Enter your search criteria by either tabbing or clicking on the Subject field or by using the down arrow.
  - b) Run Query by selecting F8 on your keyboard once the search criteria has been entered.
  - c) Double click on the CRN you want to select after scrolling through the sections that are offered.



- To remove permission, highlight the permission that needs to be removed then select record remove from the task bar. Save record

The screenshot shows the Oracle Student Registration Permit Override interface. A 'Record' menu is open, displaying options: Previous, Next, Scroll Up, Scroll Down, Clear, Remove, Insert, Duplicate, and Lock. The 'Remove' option is highlighted. A tooltip above the table provides instructions: 1. Highlight row of the permission you want to remove, 2. Select record remove from the task bar, 3. Save record to update the removed permission. The table below lists permissions with columns for Permit, CRN, Subject, Course Number, Section, User, and Activity Date.

Permit	CRN	Subject	Course Number	Section	User	Activity Date
FULL Capacity Override	20027	WGS	210	800	BSU000404774	09-SEP-2013
TIME Time Conflict Override	17742	FL	299X	930	BSU000404774	09-SEP-2013
PREREQ Pre-requisite Override	15426	NUR	340	1K	BSU000404774	09-SEP-2013
DEGREE Degree/Major/Minor Override	15426	NUR	340	1K	BSU000404774	09-SEP-2013