PROCEDURES FOR ISSUING PERMITS IN BANNER
SFASRPO

Please note that there are 8 permits that can be issued.

- **CAMPUS** (Campus Conflicts)
  This permit is used by UofM Global staff.

- **CLOSED** (Closed Class)
  Allows registration in a class although maximum enrollment is at capacity.

- **DEPT APPR** (Department Approval)
  Overrides all of the following requirements:
  
  Pre-requisite | Co-requisite | Links | Special Approval | College | Class | Program | Major

- **DUPLICATE** (Duplicate Course)
  Allows registration in the same course in the same term for a combination of hours. Used mostly for music and art courses.

- **REPEATS** (Repeat Hours/Limit-Hrs Exc)
  Allows registration for a course even though registration will result in the student’s exceeding the maximum credit hour-limit defined for the course.

- **REPEATS_GR** (Repeat Grade Restriction)
  Allows registration in a course for which the student has already earned a grade of B- or higher.

- **SPEC APPR** (Special Approval)
  Overrides these restrictions/requirements: Special Approval | Capacity

- **TIME** (Time Conflicts)
  Overrides a registration time conflict.
STEPS

1. Access the myMemphis Portal.

2. Select either Faculty or Advisor tab.

3. In the Advising Forms channel, select Student Registration Permit - Overrides (SFASRPO).
4. For **ID**, enter student's Unumber (Banner ID).

5. Enter the **Term**.

   **CAUTION**: A permit can be issued to a student even though the student is not active for the term in the key block. The student must be admitted to the university before he or she can register for a class and be issued a permit.

6. Go to **Block** on toolbar. Select **Next** from the pull down menu. (Or press **Control/Page Down**).

7. In the **Student Permits and Overrides** block, put the cursor in the **Permit** field and pull down the arrow to view permit options:
8. Double click on the appropriate permit based on the information above.

**IF CRN IS KNOWN:**

9. Tab to CRN. If the CRN is known, enter it. This will automatically fill in the other fields. Verify that the correct course and section are displayed. If CRN is not known, go to “IF CRN IS NOT KNOWN” (below).

10. Click on the SAVE icon (diskette) (or press F10). Check the bottom left of the screen to see “Transaction Complete.”

11. To enter another permit, click on the ROLLBACK arrow and enter a new ID. It can be typed right over the old one, or you can delete the one that is there to clear the field.

   To exit, click on Return to Employee or Faculty tab to return to the portal.

**IF CRN IS NOT KNOWN (or to allow a student to register for any open section of a course):**

12. If the CRN is not known, tab to Subject. Enter Subject Area (e.g. ENGL).

13. Tab to Course. Enter course number:
14. Tab to **Section**. Pull down arrow. When **SFQSECM** form comes up, press **F8**. This brings up all sections for this course. If there are more than 3 sections to this course, use the Scroll Bar on the right to view all the sections. Information such as Available Seats for each for each section is displayed.
15. Put cursor on the selected section and **Double click** to select the section. This will automatically enter the section information to the permit, and bring you back to SFASRPO.

16. Click on the **SAVE** icon (or press F10). Check the bottom left of the screen to see “**Transaction Complete.**”

17. To enter another permit, click on the **ROLLBACK arrow** and enter a new ID. It can be typed right over the old one, or you can delete the one that is there to clear the field.

18. To exit, click on **Return to Employee or Faculty** tab to return to the portal.

**CAUTION:**

If you omit **Section** number on a DEPT APPR permit, you have given the student permission to register for any section of this course as long as the class is not full.
If you omit Section number on a CLOSED permit, you have given the student permission to register for any section of this course even if the class is full, as long as the student satisfies prerequisite, corequisite, etc.

If you enter a Section number and want to override the capacity of a class as well as prerequisite, corequisite, etc., as in the Departmental Approval permit, then you will need to issue 2 permits, CLOSED and DEPT APPR. Please note that these 2 permits together will override everything, including capacity for a class no matter if seats are available or not. There might not be enough chairs in the room.

**PROCEDURES TO REMOVE PERMITS IN BANNER**

1. Repeat steps 4, 5, 6, and 7 of the Procedures to Issue Permits in Banner

2. In the Student Permits and Overrides block, put cursor in the Permit field. This will highlight the entire line.

3. On toolbar, select Record. From the options, select Remove. (Or press Shift/F 6)

4. Click on the SAVE icon (or press F10). Check the bottom left of the screen to see “Transaction Complete.”

NOTE: If the student has already enrolled, this permit removal will not affect the registration until the student drops the course. The student would then not be able to re-enroll.

**General Helpful Hints:**
- Verify that the time of the section does not conflict with a course in which the student is already enrolled. A permit (TIME excepted) will not override a time conflict.
- Check seats available prior to issuing permits. Do this by clicking on the pull down arrow at the section number (as in Step 14). The number of seats available is reflected based on actual registrations. It does not take into account permits issued that have not been activated by registration.