PROCEDURES FOR ISSUING PERMITS IN BANNER
SFASRPO

Please note that there are 5 permits that can be issued.

- Closed Class (CLOSED) overrides a class whose maximum enrollment has been reached.

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

- Special Approval (SPEC APPR) overrides the following:
  
  Special Approval
  Capacity

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

- Time Conflicts (TIME)
  
  Overrides 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 Override.”
4. Enter student’s SSN, which should bring in student’s name. Please write down the student ID number, beginning with “U” which replaces the SSN. This is the number you will use to access students’ records.

   [If you do not know the ID number, you may enter the student’s last name, a comma, and the first name (for example: Smith, Aaron). A search box will appear, and you can click the arrow to the right of “Search Results” to scroll through the choices and find your student. Click on the student’s name.]

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 cursor in the **Permit** field and pull down the arrow for permit option.
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” on next page.

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:

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 (diskette) (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, 7 in 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 (diskette) (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 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.