

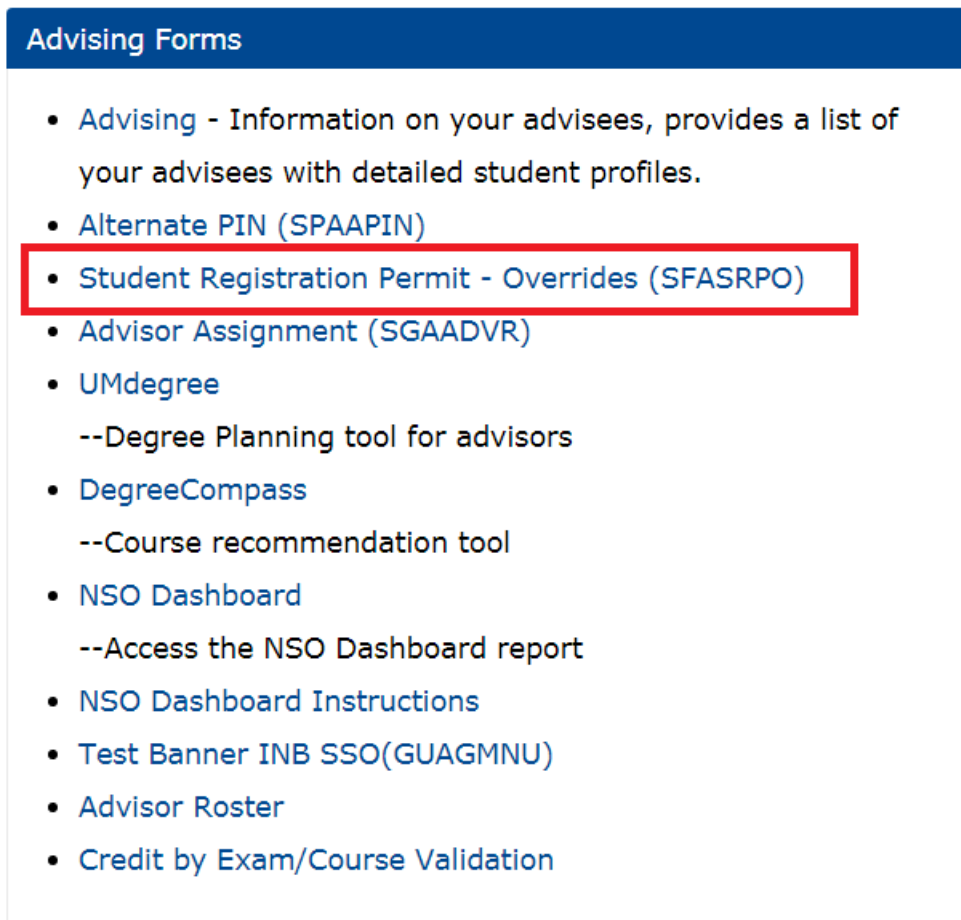
Issue and Remove Permits (SFASRPO)

There are 10 permits that can be issued.

- **ABM** (Accelerated BA/MA Program)
Allows students participating in the Accelerated Bachelors/Master's program to register in Graduate level courses.
- **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.
- **COMBSR** (Combination Senior Program)
Allows students with combination senior designation to register in Graduate level courses.
- **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. Login to the myMemphis Portal. Select either the **Faculty** or **Advising** page. In the **Advising Forms** portlet, select **Student Registration Permit - Overrides (SFASRPO)**.



Advising Forms

- [Advising](#) - Information on your advisees, provides a list of your advisees with detailed student profiles.
- [Alternate PIN \(SPAAPIN\)](#)
- [Student Registration Permit - Overrides \(SFASRPO\)](#)
- [Advisor Assignment \(SGAADVR\)](#)
- [UMdegree](#)
 - Degree Planning tool for advisors
- [DegreeCompass](#)
 - Course recommendation tool
- [NSO Dashboard](#)
 - Access the NSO Dashboard report
- [NSO Dashboard Instructions](#)
- [Test Banner INB SSO\(GUAGMNU\)](#)
- [Advisor Roster](#)
- [Credit by Exam/Course Validation](#)

2. In the key block of SFASRPO, enter the student's U number and enter the Term. Click Go.

Note: 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 the student can register for a class and be issued a permit.

Student Registration Permit-Override SFASRPO 9.3.6 (TBANR)

ID: [redacted] Term: 201910

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Student Registration Permit-Override SFASRPO 9.3.6 (TBANR)

ID: [redacted] Term: 201910 Spring Term 2019

Start Over

STUDENT PERMITS AND OVERRIDES

Permit *	Permit Description	CRN	Subject	Course Number	Section
[redacted]					

Record 1 of 1

STUDENT SCHEDULE

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Error	Link	Crosslist Group	Campus

Record 1 of 1

- In the **Student Permits and Overrides** section, use the Lookup button next to the **Permit** field to view permit options:

Student Registration Permit-Override SFASRPO 9.3.6 (TBANR)

ID: [redacted] Term: 201980 Fall Term 2019

Start Over

STUDENT PERMITS AND OVERRIDES

Permit *	Permit Description	CRN	Subject	Course Number	Section
[redacted]					

Record 1 of 1

STUDENT SCHEDULE

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Error	Link	Crosslist Group	Campus

Record 1 of 1

Registration Permit-Override Codes

Criteria [input]

Code	Description
ABM	Accelerated BA/MA Program
CAMPUS	Campus Conflicts
CLOSED	Closed Class
COMBSR	Combination Senior Program
DEPT APPR	Departmental Approval
DUPLICATE	Duplicate Courses
REPEATS	Repeat Hours/Limit-Hrs Exc
REPEATS_GR	Repeat Grade Restriction
SPEC APPR	Special Approval
TIME	Time Conflicts

Record 1 of 10

Cancel OK

4. Double click on the appropriate permit to select it.

If CRN is Known:

5. 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).
6. Click Save. Check the top right of the screen to see the “**Saved Successfully**” message.
7. To enter a permit for another student, click Start Over and enter a new ID.

If CRN is Not Known (or to allow a student to register for any open section of a course):

8. If the CRN is not known, tab to **Subject**. Use the Lookup button and choose **Search for Sections (SFQSECM)**.
9. Enter a query and click Go.

The screenshot displays the 'REGISTRATION SECTION QUERY' interface in the ellucian system. The browser title is 'ellucian Registration Section Query SFQSECM 9.3 (TBANR)'. The interface includes a search form with the following fields: CRN, Part of Term, Subject (set to ENGL), Course (set to 1010), and Section. Below the form is a table with columns: CRN, Part of Term, Subject, Course, Section, Available Seats, Waitlist, Mon, Tue, Wed, Thu, Fri, Sat, Sun, Begin Time, End Time, Time Conflict, and Link. The table is currently empty. The interface also includes a 'Clear All' button and a 'Go' button.

10. Entering a subject and course will bring up all sections for the course. Information such as Available Seats for each for each section is displayed.

The screenshot shows the 'REGISTRATION SECTION QUERY' window. The active filters are 'Subject: ENGL' and 'Course: 1010'. The table below lists various sections for ENGL 1010.

CRN	Part of Term	Subject	Course	Section	Available Seats	Waitlist	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Time Conflict	Link
11629	1	ENGL	1010	E07	20	0											
11633	1	ENGL	1010	007	24	0											
11648	1	ENGL	1010	074	24	0											
11651	1	ENGL	1010	E08	20	0											
11652	1	ENGL	1010	E03	20	0											
11653	1	ENGL	1010	E10	20	0											
19686	1	ENGL	1010	D15	10	0											
21566	1	ENGL	1010	E13	20	0											
24909	1	ENGL	1010	017	24	0											
24911	1	ENGL	1010	019	24	0											

Below the table is a 'STUDENT SCHEDULE' section which is currently empty.

11. Put cursor on the selected section and **Double click** to select the section. This will automatically add the section information to the permit and bring you back to SFASRPO.

The screenshot shows the 'Student Registration Permit-Override SFASRPO 9.3.6 (TBANR)' window. The ID is [REDACTED] and the term is 'Spring Term 2019'. The 'STUDENT PERMITS AND OVERRIDES' table shows one permit: 'DEPT APPR' (Departmental Approval) for CRN 11633, Subject ENGL, Course Number 1010, and Section 007.

Permit *	Permit Description	CRN	Subject	Course Number	Section
DEPT APPR	Departmental Approval	11633	ENGL	1010	007

Below the table is a 'STUDENT SCHEDULE' section which is currently empty.

12. Click Save. Check the top right of the screen to see the “**Saved Successfully**” message.

13. To enter a permit for another student, click Start Over and enter a new ID.

Note: 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.

Remove Permits

1. Go to SFARSPO. Enter the student's U number in the ID field and enter the Term. Click **Go**.
2. In the **Student Permits and Overrides** section, click in the Permit field of the permit to be removed.
3. From the section header, select Delete.
4. Click Save. Check the top right of the screen to see the “**Saved Successfully**” message.

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

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. 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.