

# HOW TO ADD PERMITS

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## REVISION HISTORY

Version	Date	Name	Description
2	09/24/2018	Liz Alday	Banner 9 Upgrade

## INTRODUCTION AND PURPOSE

Registration permits allow departments to grant permits to individual students on a case-by-case basis to enroll in a course. Permits are entered for each term on a course or section basis and most grant permission to override one item at a time. These permits allow the student or user to bypass the error messages that would normally be received in R'web or the Student Course Registration Page (SFAREGS).

This tutorial will demonstrate:

[How to Add a Permit to a Student Account](#)

[A Review of Permit Descriptions](#)

[How to Add a Permit to an Unexpected Registration Error in SFAREGS](#)

[Remove a Permit](#)

## RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

- Registration errors are resolved one at a time by evaluating and resolving them as each one arises. Possible solutions to an error encountered include dropping the course, selecting a different section of the course, selecting a different course, adjusting the maximum hours, or giving the student a permit to provide an exception for the student to enroll in the course.
- Most permits grant permission for one type of error to be overridden. If a section enrollment encounters more than one registration error, more than one permit may be required to permit enrollment into the course.
- At the end of the term, a job is run to check satisfactory completion of prerequisites for next quarter enrolled courses. If a student was given a permit to enroll without the prerequisite, this job will *not* identify these students because of the permit given.
- Some permits for course repeats are given automatically by a job in accordance with UCR policy. In order to provide a seamless enrollment experience for students, the REPEAT permit will be placed in SFASRPO each term so the student can repeat the course without staff intervention. The job takes into account current enrollment and counts it as an attempt. The following circumstances are approved for one repetition and will have a permit automatically placed:
  - Courses the student has taken once, earned a grade of D+, D, D-, F or NC, and also have a Repeat Status of SR (D+ Standard Repeat) in SCACRSE.
  - Courses the student has taken once, earned a grade of C-, D+, D, D-, F, or NC and also have a Repeat Status of RE (C- Registration & Acad Hist) **OR** RF (C- Registration Only) in SCACRSE.
- Permits should only be removed by the issuing department.

- Permits should not be removed if a student is enrolled in the course. If the permit should be removed, please ensure the student is not enrolled or waitlisted before doing so.

## IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

- College Offices
- Academic Advisors
- Registrar's Office
- Graduate Division of Academic Affairs

## BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, go to R' Space and select the Banner Training icon in order to follow along and practice. Please submit a ticket if you have trouble accessing Banner Training.

## PAGES

The Pages listed below are covered in this training.

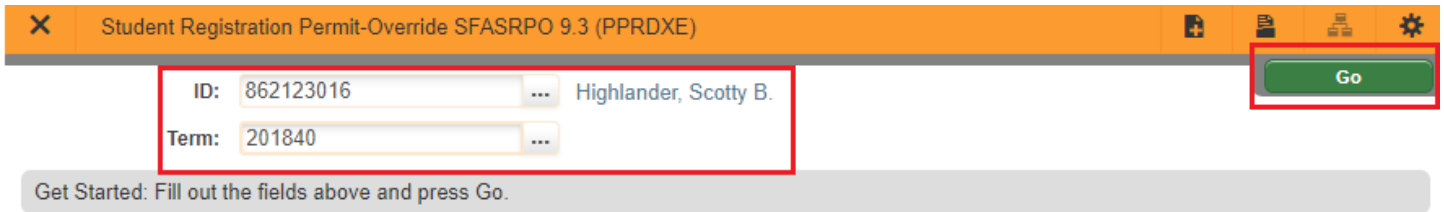
Page	Page Name	Description
<b>SFASRPO</b>	Student Registration Permit-Override	Use this Page to assign specific permit-override codes to individual students on a term and course or section basis.
<b>SFAREGS</b>	Student Course Registration	Provides an automated mechanism for registering students into sections created by the Class Schedule module. This Page also assesses the charges related to the registration and passes them to the Accounts Receivable module.

## PROCEDURES

### HOW TO ADD A PERMIT

#### STEPS

1. Go to **SFASRPO**.
2. Type the **Term** and the **SID**.
3. **Go**.



Student Registration Permit-Override SFASRPO 9.3 (PPRDXE)

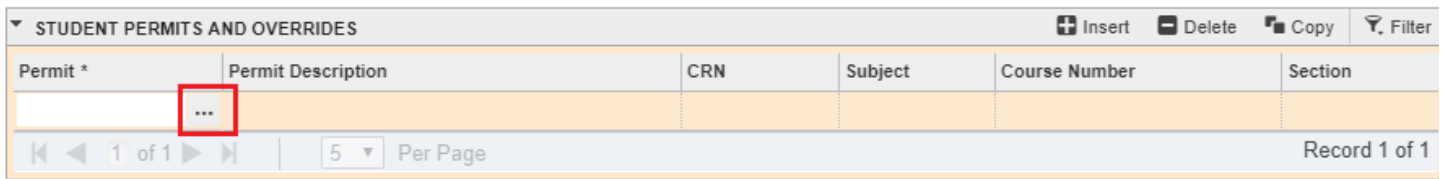
ID: 862123016 ... Highlander, Scotty B.

Term: 201840 ...

Go

Get Started: Fill out the fields above and press Go.

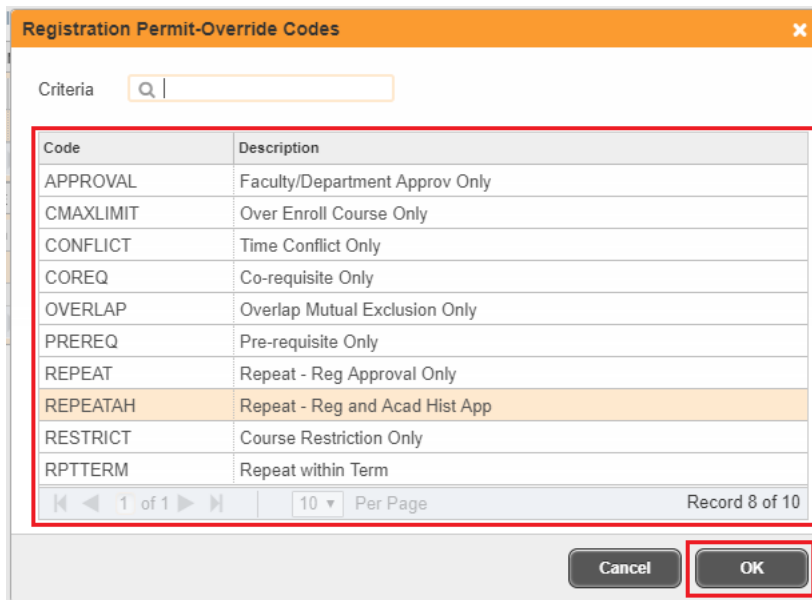
4. Type the permit code or select the **look up icon** to search.



Permit *	Permit Description	CRN	Subject	Course Number	Section
...					

1 of 1 | 5 Per Page | Record 1 of 1

5. Select the appropriate Permit and press **OK**.



Registration Permit-Override Codes

Criteria:

Code	Description
APPROVAL	Faculty/Department Approv Only
CMAXLIMIT	Over Enroll Course Only
CONFLICT	Time Conflict Only
COREQ	Co-requisite Only
OVERLAP	Overlap Mutual Exclusion Only
PREREQ	Pre-requisite Only
REPEAT	Repeat - Reg Approval Only
REPEATAH	Repeat - Reg and Acad Hist App
RESTRICT	Course Restriction Only
RPTTERM	Repeat within Term

1 of 1 | 10 Per Page | Record 8 of 10

Cancel OK

Permit descriptions are listed below. They can also be viewed on **SFAROVR**.

<b>APPROVAL</b>	This allows a student to enroll for a course with a special approval from Instructor, Enrollment Manager, or the Department.
<b>CMAXLIMIT</b>	Allows a student to enroll for a course that is at maximum capacity, thus, overenrolling the course.
<b>CONFLICT</b>	Allows the student to register for a course that conflicts with the time for another registered course.
<b>COREQ</b>	Allows the student to enroll for a course without the co-requisite.
<b>OVERLAP</b>	Allows the student to enroll for a course that has content overlap with a registered course or a course the student has already received credit for.
<b>PREREQ</b>	Allows the student to enroll for a course without one of the prerequisites.
<b>REPEAT</b>	Allows the student to enroll above the approved attempts.
<b>REPEATAH</b>	This permit is the same as the REPEAT permit except it also impacts academic history. This permit will count the GPA/earned units instead of the second taking. <i>This code must be present on the student's record if it is later determined that the taking of this course will count in the student's GPA and earned units in order for end of term repeat processing to recognize this exception. The code should be added even if the student is already enrolled in the course. This code should ONLY be used if the student has received approval by the Associate Dean to repeat the course.</i>
<b>RESTRICT</b>	You can enroll a student in a course with a class (freshman, sophomore, junior, senior), level (Undergraduate (U), Graduate (G), or M (Medical)), and field of study (major restriction) restriction with this permit code.
<b>RPTTERM</b>	You can enroll a student in two sections of the same course in the same term.

6. Enter the **CRN** *OR* you can leave the CRN field blank and just enter a **subject** and **course number** to allow the student the opportunity to select the section that is most convenient for them. The latter is the recommended practice if departments don't care which section the student enrolls in.
7. **Save** - The student can now add the course in R'Web or a staff member may be able to add the class in SFAREGS without receiving an error message.
  - a. In some instances, additional permits may be needed. If additional permits are needed, follow steps 4-7 again.

## ADD A PERMIT TO AN UNEXPECTED REGISTRATION ERROR IN SFAREGS

### STEPS

1. When registering a student to a course in **SFAREGS** you may encounter a registration error. You can either:
  - a. Remove the course from the student's record. See procedure on *Dropping a Student from a Course*, or;
  - b. Issue the student a permit to allow registration (see the process below).

The screenshot shows the SFAREGS interface for a student named Scotty B. Highlander. A red box highlights an error message: "Student schedule has errors. Correct or delete to continue." Below this, the "ENROLLMENT INFORMATION" section shows the student is "Eligible to Register" with a status date of 07/25/2018. The "COURSE INFORMATION" section contains a table of course sections:

CRN	Subject *	Course *	Section *	Message	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status H
14284	ENGL	004	004		L	4.000	4.000	4.000	
14338	ENGL	004L	001		P	1.000	1.000	1.000	
20616	SPN	001	001	TIME CONFLICT - The day/time of this sectio...	L	4.000	4.000	4.000	

2. If you choose to provide a permit, the permit should be issued to the section with the registration error. In this example, it is SPN 001 with a **Time Conflict** error.
  - a. Tip: you may want to note the Subject, Course Number, or CRN.

3. From the **Related** heading select **Assign Permits/Overrides to Student SFASRPO**.

The screenshot shows the 'Student Course Registration SFAREGS 9.3.5 (PPRDXE)' interface. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. The 'RELATED' menu is open, displaying a list of options. The option 'Assign Permits/Overrides to Student [SFASRPO]' is highlighted with a red box. Other options in the menu include 'Test Score Information [SOATEST]', 'Charge Optional Registration Fees [SFAEFEE]', 'Review Account Detail [TSAAREV]', 'Review Student's Classes and Charges [SFAREGF]', 'Schedule Cross List Information [SSAXLSQ]', 'Graduation Application [SHAGAPP]', 'Degrees and Awards [SHADEGR]', 'Summary Student Information [SGASTDQ]', 'Person System Identification [GUASYST]', 'Schedule Restrictions [SSARES]', 'Schedule Detail [SSADETL]', 'Admissions Application Detail [SAAADMS]', 'Define Time Status Rules [SFATMST]', and 'View Registration Audit Trail [SFASTCA]'. The main content area shows enrollment information for student Highlander, Scotty B., including a table of course sections and enrollment totals.

4. **SFASRPO** opens on your screen. **Go**.

The screenshot shows the 'Student Registration Permit-Override SFASRPO 9.3 (PPRDXE)' interface. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below the navigation bar, there are input fields for 'ID: 862123016' and 'Term: 201840'. A green 'Go' button is highlighted with a red box. Below the input fields, there is a message: 'Get Started: Fill out the fields above and press Go.'

5. Click **Insert**

6. Type the permit code or select **lookup** to search and select the appropriate **Permit** and press **OK**.
7. Enter the **CRN** *OR* you can leave the CRN field blank and just enter a **subject** and **course number** if you want to allow the student to enroll in any section of the course.

STUDENT PERMITS AND OVERRIDES					
Permit *	Permit Description	CRN	Subject	Course Number	Section
CONFLICT	Time Conflict Only		SPN	001	

1 of 1 | 5 Per Page | Record 1 of 1

8. **Save**.
9. **Exit** out of **SFASRPO** and you will be routed back to **SFAREGS**.
10. In **SFAREGS** the **Status** of the course(s) will still be **RE**. Change the status to **DD** and tab to clear the error message. You do not need to save.
11. To complete the registration you will need to change the status back to **RE** to complete registration.

COURSE INFORMATION											
Section Detail		View Detailed Results									
CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd
14284	ENGL	004	004	L	4.000	4.000	4.000	4.000	RE	U	<input type="checkbox"/>
14338	ENGL	004L	001	P	1.000	1.000	1.000	1.000	RE	U	<input type="checkbox"/>
20616	SPN	001	001	L	4.000	4.000	4.000	4.000	RE	U	<input type="checkbox"/>

12. **Save** twice.
  - a. Note: If you continue to receive additional registration errors additional permits may be needed. If successful, a dialog box confirming the registration appears.

Student Course Registration SFAREGS 9.3.5 (PPRDXE) ADD RETRIEVE RELATED TOOLS 2

Term: 201840 ID: 862123016

Date: 07/25/2018 Holds: Highlander, Scot

View Current/Active:  Print Bill:

Curricula Print Schedule:

✓ Fee Assessment processed.

✓ Student registered. Press save to submit print jobs, rollback to return to ID.

## REMOVE A PERMIT



## STEPS

Before removing a permit the user must verify that the student is not enrolled or waitlisted in the course. A permit should not be removed if the student is enrolled or waitlisted. You can use SFAREGQ to verify whether a student is enrolled or waitlisted for the course. If the student should not be enrolled, the student must be dropped before the permit is removed. As mentioned in the Policies, permits should only be removed by the issuing department.

1. Go to **SFASRPO**.
2. Type the **Term** and the **SID**.
3. **Go**.
4. Navigate to highlight the permit that needs to be removed.
5. Under the “Student Permit and Overrides” Heading select **Delete**.
6. **Save**.

STUDENT PERMITS AND OVERRIDES						Insert	Delete	Copy	Filter
Permit *	Permit Description	CRN	Subject	Course Number	Section				
CONFLICT	Time Conflict Only		SPN	001					
1 of 1					5	Per Page		Record 1 of 1	

STUDENT PERMITS AND OVERRIDES						Insert	Delete	Copy	Filter
Permit *	Permit Description	CRN	Subject	Course Number	Section				
1 of 1					5	Per Page		Record 1 of 1	

## FINAL QUIZ

1. The REPEAT permit will be assigned by a job if the student has only taken a course once and they received a low enough grade to permit them to repeat the course. TRUE
2. If you want to give the student the flexibility to enroll in any section of a course how should you assign the permit?
  - a. Assign a permit to every subject, course number and section available for the term.
  - b. Assign the permit to the CRN.
  - c. Assign the permit to the subject and course number only, without the section.
    - i. Answer: C
3. If you assign the REPEATAH permit to a student what will occur on the student’s record?
  - a. The student will be allowed to register for the course.
  - b. The student will be allowed to register for the course and the course will be included in the repeat evaluation within academic history. This means the repeat was approved by the Associate Dean and the course will impact the student’s GPA.
    - i. Answer: B

4. Can you assign more than one permit for a single course? Yes or No
  - a. Answer: YES
5. If you have attempted to enroll a student and received an error you will need to place a DC in the status field after adding the permit code and then place an RE in the status field to allow the student to be successfully enrolled. TRUE