



Registration Permits and Overrides

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Office of the Registrar
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Overview

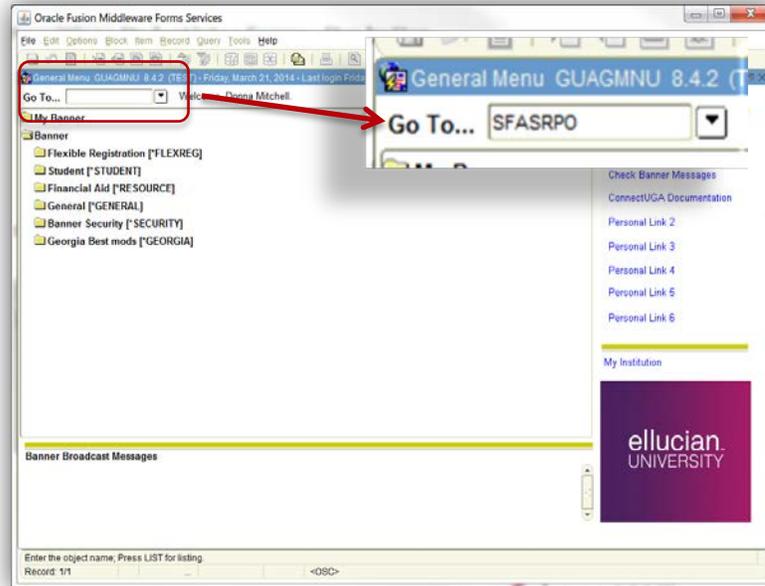
Registration permits are codes that can be put on a student's record that will permit the student to register for a specific class for which they would not normally be eligible. These codes DO NOT register the student for the class. Rather, once on the student's record, they permit the student to request the class via Athena.

There are many types of permits set up in Banner. Each type has one or a combination of rules that define it. Because each Permit or Override has a specific impact on the student's eligibility to register for a course, it is important that you select the appropriate permit for the situation. It is also very important to select the correct term.

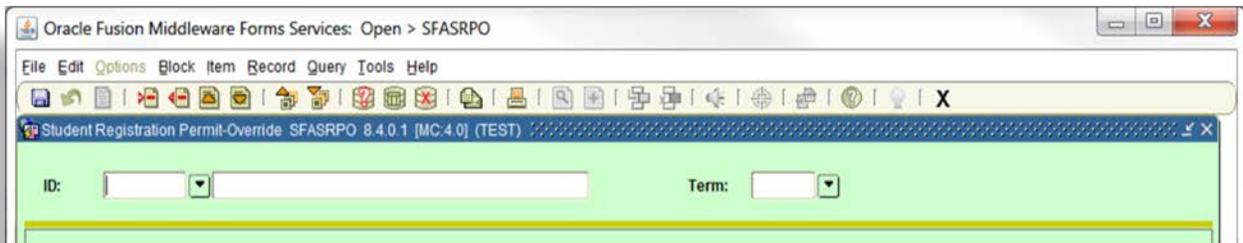
Adding Registration Permits

Steps

1. Type **SFASRPO** into the Go To field of the Banner main menu.

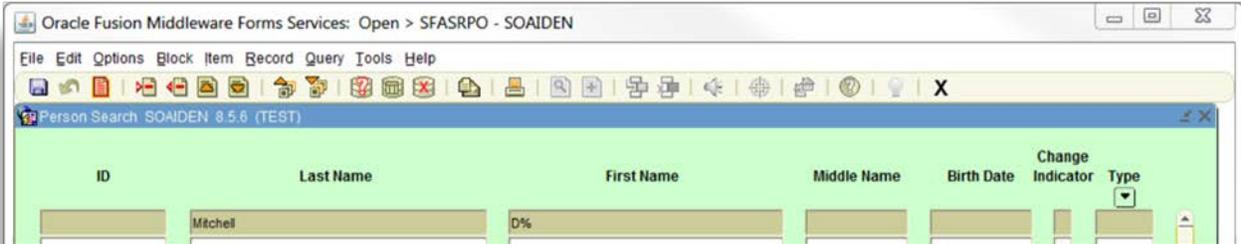
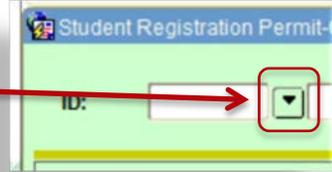


2. In the Key Block, type a student id into the ID field and the effective term of the permit into the Term field. If you do not know the ID or the code for Term, you can search for them by clicking the box next to the field.



Search for a student id:

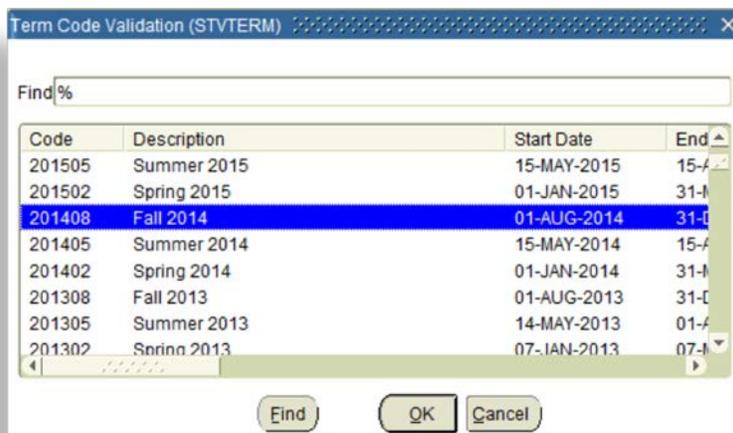
- a. Click the box next to the ID field to open the name search query form.
- b. Search options are:
 - i. Type the student's first and/or last name into the appropriate field(s).
 - ii. Perform a search with partial information by using the % wildcard.



- c. Run the query by clicking the Execute Query icon, clicking Query > Execute, or by pressing F8 on your keyboard.
- d. Click the desired name so that it is highlighted.
- e. Click the Select icon, click File > Select, or press Shift + F3 on your keyboard.

Search for a term code:

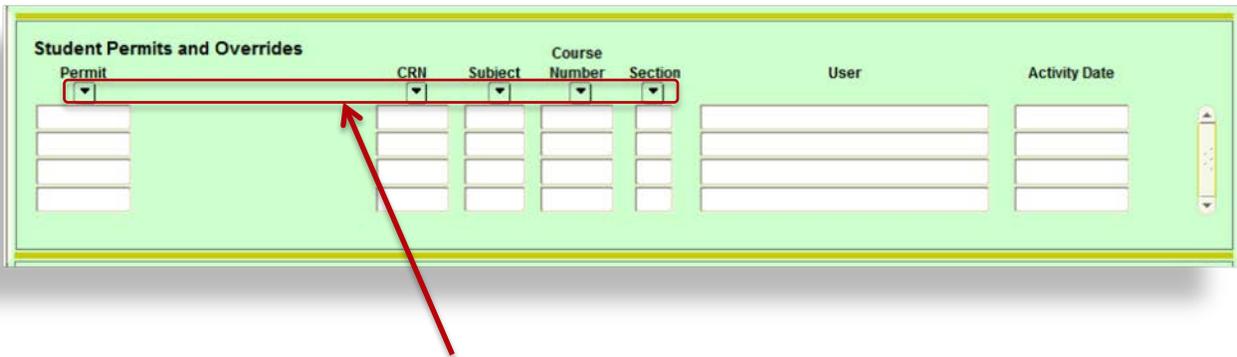
- a. Click the box next to the Term field to open a list of Term codes.
- b. Search options are:
 - i. Type the year of the term in front of the percent sign in the Find field, click the Find button, then click OK.
 - ii. Scroll until you see the desired term, click the term so that it is highlighted, then click OK.



3. Once you have entered the student id and term, click the Next Block icon, click Block > Next Block, or press Ctrl + PageDown.



4. Your cursor will be positioned in the Student Permits and Overrides block. This is the block where you will be creating the override by permit type, using a CRN or course id (See Permit Types on page 7). Data can be typed directly into the fields or you can search for valid values.



Search for valid values

- a. Each field has a search box located above the field. Click the box to open.
 - i. Permit – After opening the box, scroll until you see the desired permit, click the permit so that it is highlighted, then click OK.
 - ii. CRN and Section – After opening the box:
 1. Click the Search for Sections option. A section query form will be opened.
 2. Type data into one or more of the search fields.
 3. Execute the query by clicking the Execute Query icon, clicking Query > Execute, or by pressing F8 on your keyboard.
 4. Click the desired CRN (you may need to scroll) so that it is highlighted.
 5. Double click the CRN, click the Select icon, click File > Select, or press Shift + F3 on your keyboard.
 - iii. Subject – After opening the box:
 1. Click the Existing Courses option.
 2. Search for a course by using the Find field or by scrolling through the list. Once found, click the course so that it is highlighted, then click OK.
5. When you are back to the SFASRPO screen and you see the course information populated into the appropriate fields, click the Save icon, click File > Save, or press F10 on your keyboard. Note that the block on the bottom of the screen, the Student Schedule block, shows the student’s registered courses for the indicated term.

6. To add a permit to another student, click the Roll Back icon, click File > Roll Back, or press Shift + F7 on your keyboard. To exit SFASRPO click the Exit icon, click File > Exit, or press Ctrl + Q on your keyboard.

Permit Types	Use
ATTRIBUTE	Overrides a restriction limiting registration to students with a specific student attribute
CAPACITY	Overrides the maximum enrollment of a section
CLASS	Overrides a restriction limiting registration to students with a specific class standing.
COLLEGE	Overrides a restriction to a specific college
COREQ	Allows a student to register for a section without having met the section's course corequisite(s)
DUPCREDIT	Allows a student to register for courses that are deemed to be duplicate credit in the UGA bulletin
DUPLICATES	Allows a student to register for multiple sections of the same course id
LEVEL	Overrides a level restriction
MAJR	Overrides a major restriction
POD	Grants permission to register for a section that requires Special Approval; Note: POD is not a "master" override, the student may need additional permissions
PREREQ	Allows a student to register for a section without having met the section's course prerequisite(s)
PROGRAM	Overrides a program restriction
TIME	Allows a student to register for sections that are offered at the same time or which have overlapping times

Point to consider:

- Since each permit serves only one function, students may need more than one permit. You can view the Schedule Restriction (SSARRES) form to see if the following restrictions have been added to a section:
 - Attribute
 - Class
 - College
 - Level
 - Major
 - Program

Viewing Permits in Athena

Students can check the registration status page in Athena to view their permits.

Steps

1. Log into Athena
2. Click the Student button
3. Click the Registration button
4. Click the Registration Status button
5. Select a term then click Submit
6. Registration Permits will be located under the heading Registration Permits and Overrides.

Registration Permits and Overrides				
Permit/Override	CRN	Subject	Course	
Permission of Department	90051	SPAN	2030	Prac Span Conv
Prerequisite Override		EDIT	4000	Spec Prob Inst Tech
Prerequisite Override		PHYS	1111	Intro Phys Mech

To register for a class, the student will need to:

1. Note the CRN and/or course id
2. Click the Add or Drop Classes link at the bottom of the page.

[View Holds](#) ■ [Add or Drop Classes](#)

3. Follow usual steps for registration.

Glossary

CRN (Course Reference Number)

A CRN is a section identifier that is generated when a course section is created. The first digit of this five digit number indicates the registration term of the section.

- Spring term CRNs begin with the number 2 or 3
- Summer term CRNs begin with the number 5 or 6
- Fall term CRNs begin with the number 8 or 9

Field

Fields are areas on a form where data can be entered, queried, changed, and displayed.

Field of study

Fields of study are majors, minors, and concentrations (areas of emphasis).

Key Block

The first framed block on most forms contains key information. The key block determines what is entered or displayed on the rest of the form. All information on the form refers back to the key block. The key block has at least one field and sometimes more.

Term Format

The term format is Banner in a six-digit number consisting of a four-digit year followed by a two-digit term code. Term codes are:

- 02 = spring
- 05 = summer
- 08 = fall