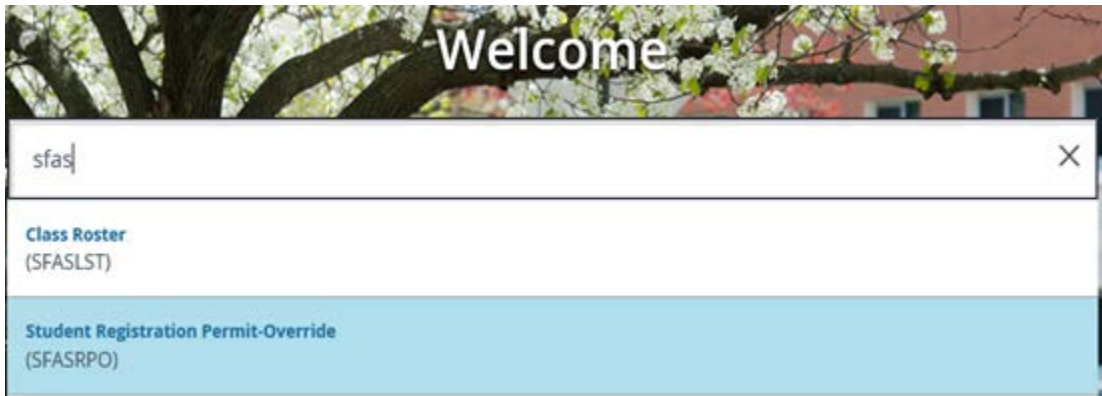


## Banner: Student Course Permission

The Student Registration Permit-Override form, shown below, is used to enter and track registration overrides for a student. After entering and saving a registration override on this form, you should direct the student to go to Banner Web and register for the course.

### Open the Page

Search by page name 'SFASRPO' or description and select Student Registration Permit-Override.



### Find the Student

Enter the Student ID, enter Term, and click 'Go'.

A screenshot of the Banner search interface. The search bar contains the text 'ellucian'. Below the search bar, there are two input fields: 'ID:' and 'Term:'. Both fields have ellipsis (...) buttons next to them. To the right of the 'Term:' field is a 'Go' button. The interface also includes a blue header with navigation icons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'.

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.

If you do not know the Student ID or Term click the ellipsis (...) to open the Person Search.

A screenshot of the Banner Person Search interface. The search bar contains the text 'ellucian' and the page title is 'Person Search SOAIDEN 9.3.12 (PROD)'. Below the search bar, there are several input fields: 'ID', 'Last Name', 'First Name', 'Middle Name', and 'Change Indicator'. Each field has a minus sign (-) button next to it. To the right of the 'Change Indicator' field is a dropdown menu labeled 'Add Another Field ...'. At the bottom right of the interface are 'Clear All' and 'Go' buttons.

- Please note: % is still the wildcard
- Enter search info and Click 'Go'
- Double-click the ID number of the record you want to select and click 'Go'

## Banner: Student Course Permission

### Enter the Permission Code

Enter the Permission code in the 'Permit' field.

If a permission already exists for the student, click '+ Insert' to add a new permission.

STUDENT PERMITS AND OVERRIDES						+ Insert	- Delete	Copy	Filter
Permit *	Permit Description	CRN	Subject	Course Number	Section				
<input type="text"/>	...								

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

- If you do not know the code, click the ellipsis (...) to search
- Double-click on your selection to make the entry and return to the Permission page

### Enter the Class

Enter the CRN *or* Subject and Course Number (Section Optional).

STUDENT PERMITS AND OVERRIDES						+ Insert	- Delete	Copy	Filter
Permit *	Permit Description	CRN	Subject	Course Number	Section				
CLASS	Class Override FR, SO, JR, SR	11774	HIS	100	01				

1 of 1 | Record 1 of 1

### Save

Click Save and a confirmation message will display; to close the message click the gold number.

ADD RETRIEVE RELATED TOOLS 1

✓ Saved successfully (1 rows saved)

+ Insert - Delete Copy Filter

Click [Start Over](#) to return to the top.