

SFASRPO-Using the Permit Override Form Updated 1/24/2019

The SFASRPO Banner form is used to grant the appropriate approval(s) to students seeking registration for restricted courses. It is used by departmental representatives who have obtained approved access to this form. The approval codes are created and maintained by the Registration Office. Students will contact the departmental office regarding approval. The add/override approval process is explained on the Add/Override approval form available on the Office of the Registrar website (https://wayne.edu/registrar/pdfs/add_201901_update.pdf).

If granted, the code will be placed on the form and the student can then web register for the course through the first week of classes, or forward the auto-generated email notification to registration@wayne.edu for manual processing. The form is shown below:

Listed below are the codes to provide approvals or overrides:

- | | | | |
|---------|-----------------------------------|--------|--|
| AUDIT | Audit of class approved | DUPL | Duplicate courses allowed |
| CLASS | Class (rank) restriction override | LATE | Late add-after deadline/permission granted |
| CLOSE | Closed/maximum enrolled | CO REQ | Co-requisite requirement met |
| MAJOR | Major restriction override | COLL | College restriction override |
| PASS | Pass/NoPass grading approval | DEGREE | Degree program override |
| PRE REQ | Pre-requisite requirements met | DEPT | Department permission granted |
| PROGRAM | Program restriction override | TIME | Time conflict override |
| REPEAT | Repeat course override | | |

LEVEL: The LEVEL override allows qualified undergraduate students to take the occasional masters level course and have the credits applied to their undergraduate degree. Requests for undergraduate registration in a graduate course should be sent to registration@wayne.edu.

AUDIT, LATE & PASS Codes:

AUDIT, LATE, and PASS are for internal use only. Registration staff will have to manually register the student. The code is entered by the department to notify Registration staff that approval is given. The student should then email or forward the auto-generated notification email to registration@wayne.edu to complete the process. The SFASRPO screen will be viewed for authorization to: audit, add after the deadline, and/or take a class for pass/no-pass.

DEPT Code:

To determine if a class has been designated as departmental approval needed (DEPT), the form SSASECT can be viewed. Type the TERM and CRN (5-digit Course Reference Number), press enter and the form appears. On the right side, the **Special Approval** field will show a DP if the course has been set up as needing departmental approval. In this case, the DEPT code would be used in the Permit box on the SFASRPO form to grant approval.

The screenshot shows the SSASECT form for 'Schedule SSASECT 9.3.9 (PROD)'. The top bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. Below the title bar, the form is divided into tabs: 'Course Section Information', 'Section Enrollment Information', 'Meeting Times and Instructor', and 'Section Preferences'. The 'Course Section Information' tab is active, displaying fields for Subject (MUP), Course Number (7223), Title (Voice:Major Instr), and Section* (001). A green circle highlights the 'Special Approval' field, which contains the value 'DP' and is labeled 'Department Approval Required'. Other fields include Campus* (OTH), Status* (A), Schedule Type (IND), Instructional Method (TR), and Duration. Below this, the 'CLASS TYPE' section shows 'Traditional Class' with 'Part of Term' (FT) and 'Credit Hours' (3.000). The 'CREDIT HOURS' section includes 'Credit Hours' (3.000) and 'Lecture Indicator' (None).

TIME Code:

To determine if the course has a time conflict you would need to check the information in the Class Schedule (registration.wayne.edu) or by viewing the scheduled meeting pattern on SSASECT. Once you have accessed the class, you can click on the Meeting Times and Instructor tab to view the times and days the class meets.

CLOSE Code:

To determine if the CLOSE permit code is appropriate you can see if a course has reached its enrollment limit and is now closed by selecting Section Enrollment Information tab on SSASECT.

COLLEGE, MAJOR, CLASS, DEGREE, PROGRAM Codes: To determine if the course has other restriction(s) [COLLEGE, MAJOR, CLASS, DEGREE, PROGRAM] you need to view the form SSARRES. You can move through the restrictions using either the next section or previous section arrows at the bottom left, or by clicking on the tabs (it will be necessary to perform the next section function several times or click on each tab to view all).

In the example below, ACC 5100 is restricted to students in the School of Business:

The screenshot shows the 'Schedule Restrictions SSARRES 9.3.6 (PROD)' interface. At the top, it displays course information: Term: 201809, CRN: 14454, Subject: ACC, Course: 5100, Title: Intermed Fncl Actg 1. Below this, there are tabs for 'Department and Field of Study', 'Class and Level', 'Degree and Program', 'Campus and College', and 'Student Attribute and Cohort'. The 'Campus and College' tab is active. Underneath, there are two sections: 'CAMPUS RESTRICTIONS' and 'COLLEGE RESTRICTIONS'. The 'CAMPUS RESTRICTIONS' section has 'Include/Exclude (I/E)' set to 'Exclude'. The 'COLLEGE RESTRICTIONS' section has 'Include/Exclude (I/E)' set to 'Include'. A table below the college restrictions shows one entry: College: BA, Description: School of Business. The interface includes navigation buttons like 'Insert', 'Delete', 'Copy', and 'Filter', and a 'Start Over' button. At the bottom, there are 'EDIT', 'Record: 1/1', 'RCMP_CTRL_BLOCK.SSRRCMP_CAMP_IND [1]', and 'SAVE' buttons, along with the 'ellucian' logo.

CO REQ & PRE REQ Codes:

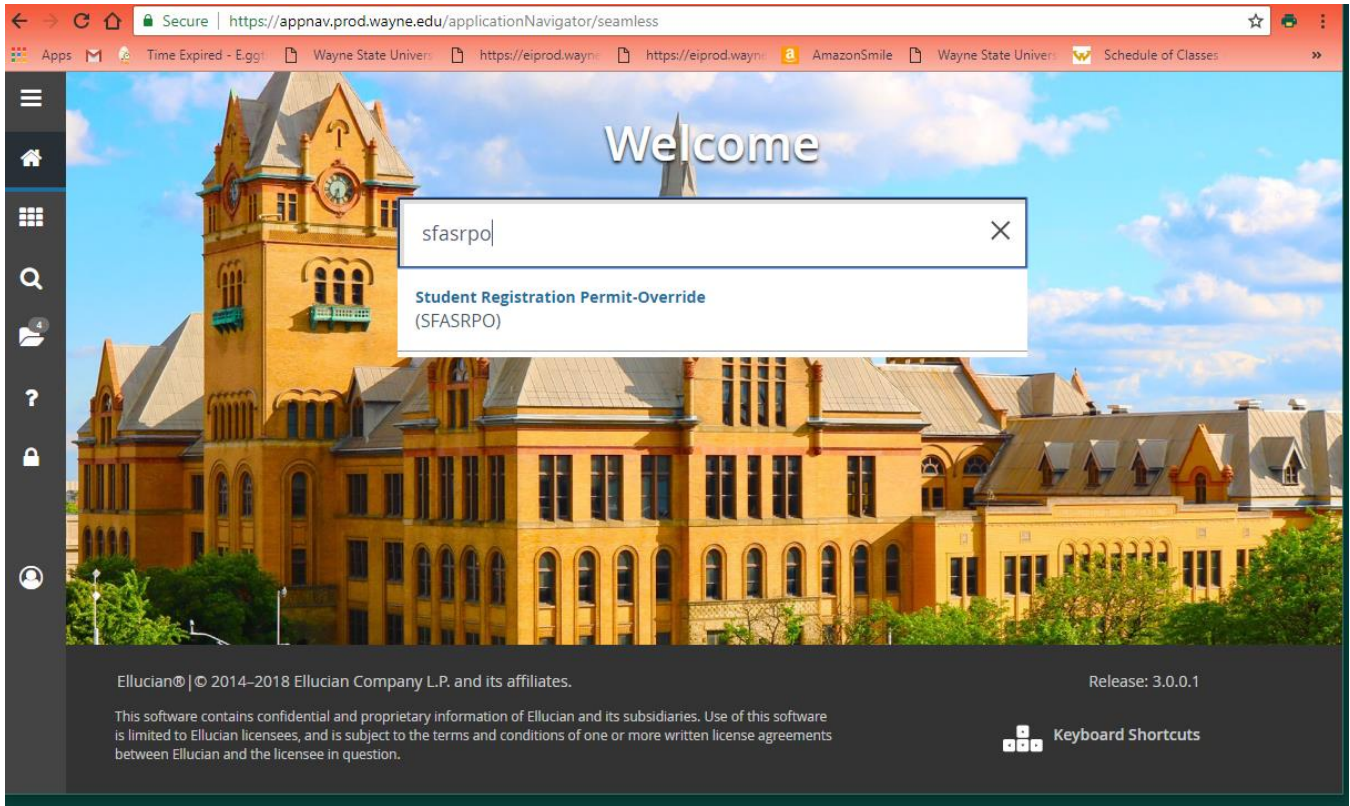
To determine if the course has a Co-Requisite or Pre-Requisite you would need to check course associated with that course in the Class Schedule (registration.wayne.edu), or in its course description in the Bulletin (bulletins.wayne.edu). In addition to this information, the course description will also list information about material fees.

REPEAT Code:

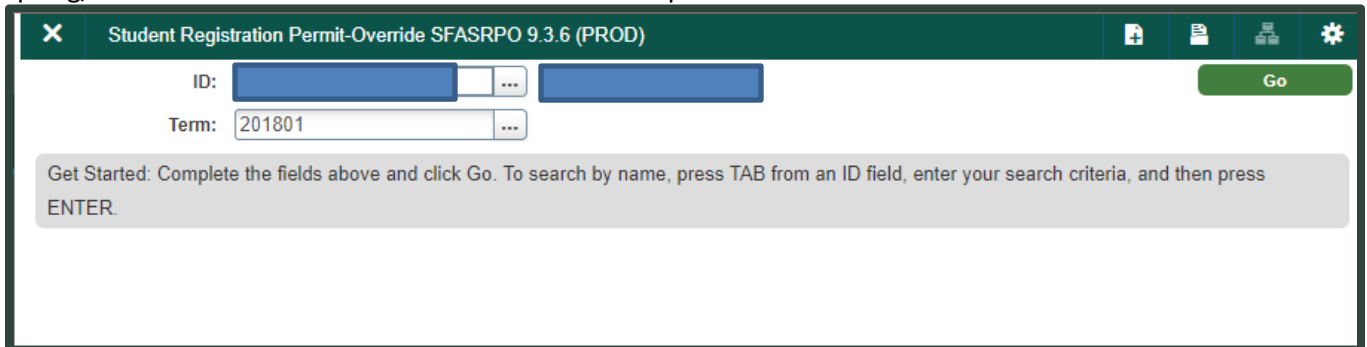
In the Fall term 2006 the University instituted a new policy that requires a student to obtain the approval of their advisor if they will be repeating a course for the third time.

SFASRPO Screen Usage Procedures:

To use this screen, log into Academica > Employee Resources > Administrative Systems > Banner > Banner 9 – Login (authentication required). Once the Banner 9 Welcome page appears, type SFASRPO.



Overrides are term specific. You can click on the ellipses (...) to search for a student, if you do not know their AccessID or WSU ID. Type the term in YYYYMM format. The MM codes are 01 for winter term, 06 for spring/summer term and 09 for fall term. Click “GO” to proceed to the form:



Student Registration Permit-Override SFASRPO 9.3.6 (PROD) ADD RETRIEVE RELATED TOOLS

ID: [] Term: 201801 Winter 2018 Start Over

STUDENT PERMITS AND OVERRIDES Insert Delete Copy Filter

Permit *	Permit Description	CRN	Subject	Course Number	Section
CLOSE ...	Closed Class-no seat available		ECE	4800	
DEPT	Departmental Permission	20626	ECE	4600	001
DEPT	Departmental Permission		ECE	4800	

Record 1 of 3

STUDENT SCHEDULE Insert Delete Copy Filter

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Error
20626	FT	ECE	4600	001	-6	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1430	1610	O
22557	FT	ECE	4800	001	-5	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1730	1910	O
23332	FT	HIS	1300	009	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
23983	FT	ECE	4470	002	6	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1930	2110	

Record 1 of 4

Activity Date 01/08/2018 12:00:00 AM Activity User BB0667 SAVE

EDIT Record: 1/3 SFASRPO.SFASRPO_ROVR_CODE [1] ellucian

1. The first line in the Student Permits and Overrides section will be highlighted. To enter a new line, either click on "Insert" or use your keyboard arrow to move down to a blank line.
2. If you are unsure of what the specific wording of the code to apply is, you can look this information up by placing your cursor in the PERMIT box on the SFASRPO form and click on the three dots. A list will appear providing the codes available for use. If you highlight the one that you want to use and select the OK box, when you press the Enter key it will carry this code back to the SFASRPO form
3. The cursor will advance to the CRN box.
4. Type the CRN or if you are approving the student to go into a specific course or tab to the Subject and Course boxes (ie. ECE 4600) and enter the appropriate information to approve access to any of the selected courses being offered. .
5. Select the SAVE icon or press F10 to save the information.

Notes:

- Error messages are listed at the bottom of the form. This area should be checked; especially if you are not getting the result you desire.
- After entering the registration information, ALL changes must be saved and errors corrected before the user may exit the form

Registering for classes with overrides

When the override is saved, the student will receive an auto-generated email notification sent to their WSU AccessID. Through the first week of classes, students may register themselves via the Registration Portal (registration.wayne.edu) (with the exception of **AUDIT**, **LATE**, and **PASS** overrides).

During the second week of classes, students must also have the LA (late) override in order to register.

Starting with the third week, all registration must be processed manually by contacting the Registration staff at registration@wayne.edu.

If you have any questions about these procedures, please e-mail us at registration@wayne.edu.