

## How to Enter Permits and Overrides

### To Access Baseline Banner (only accessible from FGC network computers):

1. Go to [www.fgc.edu](http://www.fgc.edu)
2. In address block, type INTNET
3. Enter
4. Select Sungard Banner
5. Select Banner Access
6. In the section for Banner 8, under the heading of Internet Native Banner (INB) select Production Database (PROD)
7. Type your username and password. Click "Connect"
8. You should be at the main Banner Student window. From here you may access the various forms.

### To enter student registration permits and overrides (SFASRPO)

**Never remove a permit/override after you have saved it to the student record. This removes our record of the authorization for the registration. If a permit/override must be removed, send an email to Enrollment Services. We will verify that the student was not registered based upon the permit/override and remove, if appropriate.**

1. Enter SFASRPO in the Go To...field. Enter. This form allows you to enter specific codes on students on a term and course or section basis. Note that this is term specific. If the student registers for the class in a different term, another override will be needed for that term.
2. Enter the ID number or Social Security number of the student and tab to display student.  
To search for a student, you may:
  - a. Leave the ID field blank and enter the student's last name or portion of the name followed by %. Then tab to open ID and name extended search. You can enter additional parameters to limit search or use the drop down box to select the student.
  - b. You may also click the down arrow next to ID to query a student using Person Search (SOAIDEN). Enter the name information you have on the student in the appropriate fields or enter a portion of the name followed by % and go to Query at the top of the screen and choose Execute (F8 on your keyboard also executes queries). Double-click the ID to select the student.
3. Enter the registration term for which you are approving an override. (Fall 2011 would be 201210).
4. Next Block. The student's schedule will now display at the bottom of the form.
5. Click on the down arrow under Permit to choose the appropriate override code. The codes and the positions authorized to use each are shown in the table below. **Having access to this form allows any code to be entered. However, the user should be familiar with the codes for which he/she may authorize overrides. Typically users may override prerequisites, corequisites, capacity and time conflicts. Some codes should be used only by the VPs or Enrollment Services. See the table for other categories.**

Code	Description	Function	Who may use code
4ATTCHNG	4 <sup>th</sup> Attempt Crs Number Change	Override 4 <sup>th</sup> attempt limit when a course number has changed, so it is not considered a 4 <sup>th</sup> attempt	Enrollment Services (if you think this override is needed, contact Enrollment Services)
ADMIN	Override Capacity, Coreq, and Prereq	Overrides full sections, prereqs and coreqs	Anyone with permit/override access. <b>Be sure to obtain appropriate authorization to override capacity.</b>
ADVPREQ	Advisor Override Prereq Met	Overrides prereq restrictions based on evidence that student has met prereq, but system has not been updated. For instances where an advisor sees	Anyone with permit/override access

		that a student has transfer coursework that will meet a prereq, but that has not yet been applied to student's record.	
ATTEMPTS	4 <sup>th</sup> Attempt-attempts pre 1997	Overrides the 4 <sup>th</sup> attempt limit, if some prior attempts were before Fall 1997 when attempts started being counted	Enrollment Services (if you think this override is needed, contact Enrollment Services)
CAPACITY	Override Capacity	Overrides full sections	
COLLEGE	Override College	Overrides College restriction	Enrollment Services only (used for transient students)
COREQ	Override Corequisites	Overrides coreqs	Anyone with permit/override access
DUPLICATE	Duplicate Course Override	Overrides more than one section of the same course in any term	Enrollment Services only (this is only for courses that may be repeated for credit with a different topic) (if you think someone needs this override, contact Enrollment Services)
MAJOR	Override Major	Overrides Major restrictions placed on the course	VP. Advisors should not override major. The student should complete and process the Change of Major form.
MMPREQ	Minimester Prereq Override	Overrides prereq for a course when the student is taking the prereq in a prior minimester.  This should be used very sparingly, since there is no automatic check in place to confirm that the prereq was completed with the desired grade.	Anyone with permit/override access
PREREQ	Overrides Prerequisites	Overrides Prereqs	Anyone with permit/override access
SAPP	Override Special Approval	Overrides courses that require special approval by an individual, such as Project Excel, Dual Enrollment sections or others.	Person designated to approve registrations for the course
TIME	Time Conflict Override	Overrides time conflicts	Anyone with permit/override access
TRANS	Transient Prereq Override	Overrides prereqs. Used for transient students	Enrollment Services only
VP4ATT	VP Override 4 <sup>th</sup> Attempt	Overrides the repeat limit	VP
VPRH	VP Override Repeat Hours	Overrides the repeat hours	VP
N/A	N/A	To override maximum hours for which a student may register	VP sends email to Enrollment Services. Change must be made on registration form in Banner.

6. The code can then be assigned to a course/section through the following ways:
- Enter the specific CRN in the CRN field and the subject, course number and section number will default.
  - Enter the subject and course number in the appropriate fields and the permit/override will apply to any section of that subject and course number when the student registers.
  - Enter the subject, course number, and section number and the CRN will default.

*To locate a course, CRN, or section, you may search sections by clicking on the down arrow below CRN, Course Number, or Section and choose Search for Sections. Enter the information you have, such as the Subject and Course number and go to Query on the toolbar at the top of the page. Click Execute (F8 on your keyboard also executes queries). This should display all section information for that subject and course number. You may double click the CRN or section number to populate the information next to the override code in SFASRPO.*

7. Multiple permit/override codes may be assigned to the same subject and course number combination, or the same CRN. Multiple permit/override codes can also be assigned for different courses.
8. SAVE. The user and Activity Date will populate.
9. To exit form, click on the black X on the toolbar.

**To enter comment related to the permit/override:**

1. Enter SPACMNT in the Go To...field. Enter.
2. Enter the ID number or Social Security number of the student and tab to display student or use the search options detailed in the above Permit/Override section.
3. Next Block. Any comments that exist on the student's record will now appear.
4. To add a new comment, choose Record, Insert on the toolbar at the top of the screen.
5. In the Comment Type field, enter OVR (Permit-Override Comment) or select from the drop down list.
6. In the originator field, enter the appropriate code for your area. The originator code will be ADV for advisors, EXD for Executive Directors, VPA for Vice President Academic Programs, VPO for Vice President Occupational Programs, VPS for Vice President Student Services
7. Click in the comments area to enter your comment relating to the override you placed on the student.
8. Save
9. Your username will now appear in the Last Update By field.
10. To exit the form, click on the black X in the toolbar.