HOW TO ADD PERMITS

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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

1. 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.

2. 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.

3. 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.

4. 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:
   a. 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.
   b. 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.

5. Permits should only be removed by the issuing department.
6. 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

1. College Offices
2. Academic Advisors
3. Registrar’s Office
4. 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.

<table>
<thead>
<tr>
<th>Page</th>
<th>Page Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SFASRPO</td>
<td>Student Registration Permit-Override</td>
<td>Use this Page to assign specific permit-override codes to individual students on a term and course or section basis.</td>
</tr>
<tr>
<td>SFAREGS</td>
<td>Student Course Registration</td>
<td>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.</td>
</tr>
</tbody>
</table>
PROcedures

How to Add a Permit

Steps

1. Go to SFASRPO.
2. Type the Term and the SID.
3. Go.
4. Type the permit code or select the look up icon to search.
5. Select the appropriate Permit and press OK.
Permit descriptions are listed below. They can also be viewed on SFAROVR.

**APPROVAL**
This allows a student to enroll for a course with a special approval from Instructor, Enrollment Manager, or the Department.

**CMAXLIMIT**
Allows a student to enroll for a course that is at maximum capacity, thus, overenrolling the course.

**CONFLICT**
Allows the student to register for a course that conflicts with the time for another registered course.

**COREQ**
Allows the student to enroll for a course without the co-requisite.

**OVERLAP**
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.

**PREREQ**
Allows the student to enroll for a course without one of the prerequisites.

**REPEAT**
Allows the student to enroll above the approved attempts.

**REPEATAH**
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. *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.*

**RESTRCT**
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.

**RPTTERM**
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).

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**.

   ![Image](image)

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

   ![Image](image)

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.

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.

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.
Adding and Removing Permits

**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.

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**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