# HOW TO ADD PERMITS

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## REVISION HISTORY

| Version | Date | Name | Description |
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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 form (SFAREGS).

This tutorial will demonstrate:

How to Add a Permit to a Student Account

Review Permit Descriptions

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, open Banner Training (bannersbxe.ucr.edu) to follow along.

## FORMS

The forms listed below are covered in this training.

| Form | Form Name | Description |
|---|---|---|
| **SFASRPO** | Student Registration Permit-Override | Use this form to assign specific permit-override codes to individual students on a term and course or section basis. |
| **SFAREGS** | Student Course Registration | Provides an automated mechanism for registering students into sections created by the Class Schedule module. This form also assesses the charges related to the registration and passes them to the Accounts Receivable module. |

# PROCEDURES

## HOW TO ADD A PERMIT

### STEPS

1. Go to **SFASRPO**.
2. Type the **Term** and the **SID**.
3. **Next Block**.
4. Type the permit code or select the **drop down arrow** 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.*

RESTRICT      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.
7. **Save** - The student can now add the course in self-service 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 the steps in *How to Add a Permit* 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
   a. Remove the course from the student's record.
   b. Issue the student a permit to allow registration (see the process below).
2. The user receives a registration error in **SFAREGS**.

3. The permit should be issued to the section with the registration error. In this example, it would be the lab because it reads **Time Conflict**.
   a. You may want to note the Subject, Course Number, or CRN.
4. From the **Options** heading select **SFASRPO**.



5. **SFASRPO** opens on your screen. **Next block**.

6. Type the permit code or select **the drop down arrow** 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 (remember, this might be done so that the student can enroll through R'Web seamlessly).



8. **Save**.
9. **Exit** out of **SFASRPO** and you will be routed back to **SFAREGS**.
10. In **SFAREGS** you will need to change the Status to the course(s) to **DC** and back to **RE** to complete registration without receiving the error message again. Navigate to the course and any linked courses and change the Status to **DC**.



11. Change the Status back to **RE** (you do not need to save between typing DC and RE).

| Course Information | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| CRN | Subject | Course | Section | Grade Mode | Credit Hours | Bill Hours | Attempted Hours | Time Status Hours | Status | Level | Appr Recd | Part of Term | Method of Instruction | Campus |
| 13049 | CS | 008 | 001 | L | 4.000 | 4.000 | 4.000 | 4.000 | RE | U | ☐ | 1 | I | C |
| 13054 | CS | 008 | 023 | L | .000 | .000 | .000 | .000 | RE | U | ☐ | 1 | I | C |
| 10880 | BIOL | 003 | 001 | L | 4.000 | 4.000 | 4.000 | 4.000 | RE | U | ☐ | 1 | I | C |
| 10882 | BIOL | 003 | 022 | L | .000 | .000 | .000 | .000 | RE | U | ☐ | 1 | I | C |
| | | | | | | | | | | | ☐ | | | |
| | | | | | | | | | | | ☐ | | | |

12. **Save twice**.
    a.   If you continue to receive additional registration errors additional permits may be needed.
13. Otherwise, when the **Forms** dialog box appears, select **OK**.

Forms

(!) Fee Assessment processed.

OK
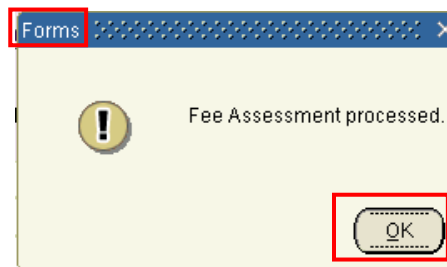
# REMOVE A PERMIT

## STEPS

Before removing a permit the user must verify that the student is not enrolled or waitlisted with a permit. 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. **Next block**.
4. Navigate to highlight the permit that needs to be removed.
5. Under the **Record** Heading select **Remove**.
6. **Save**.
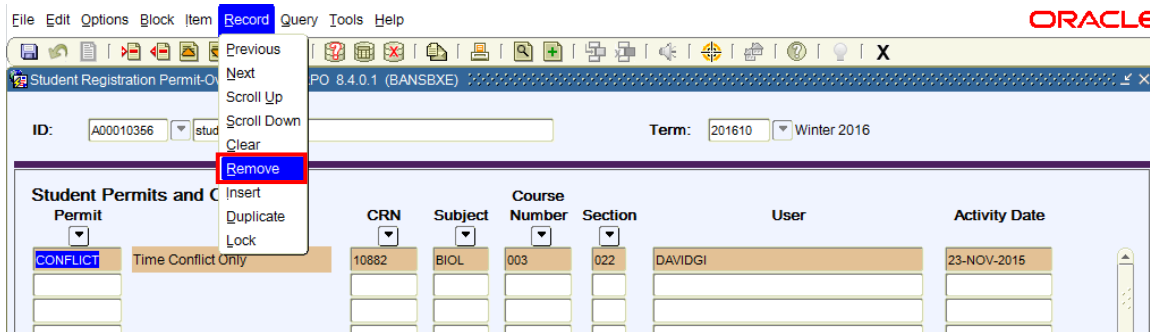
# FINAL QUIZ

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