


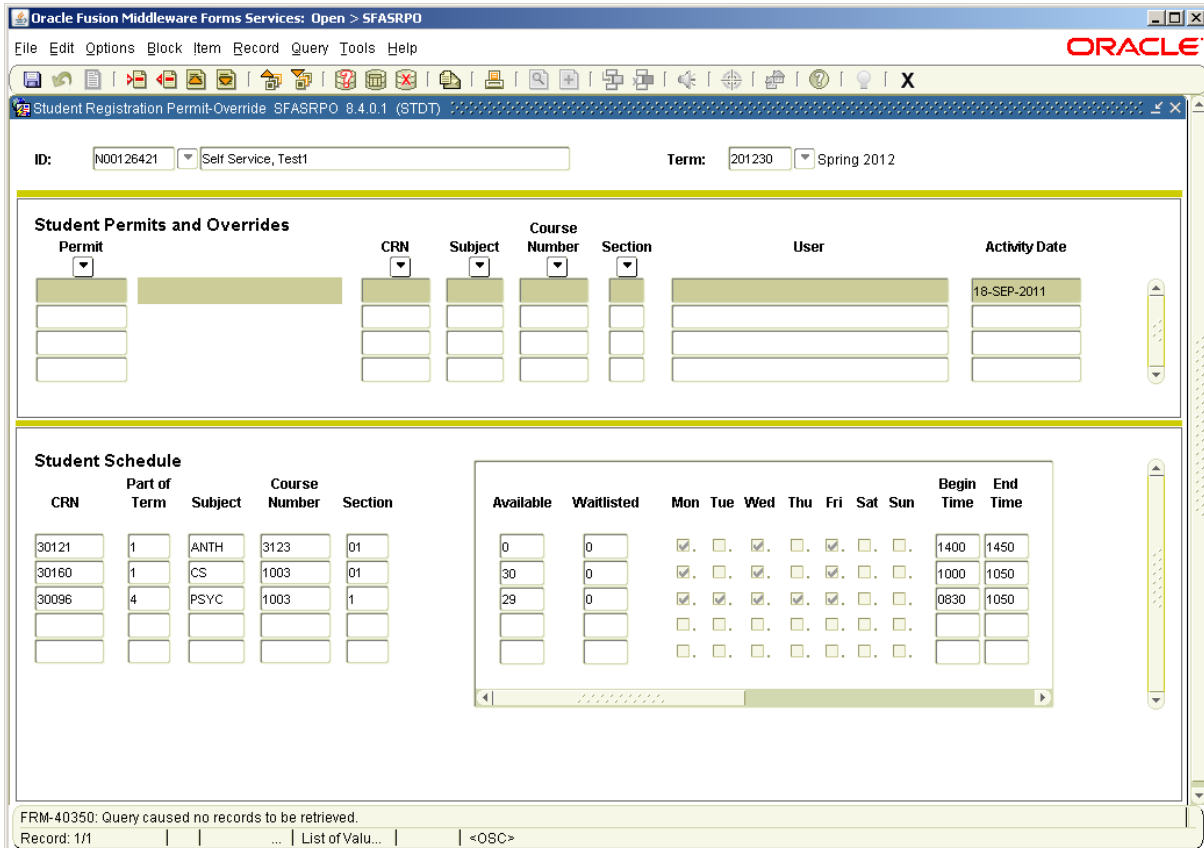
Update Registration Overrides

In Banner, students must enroll themselves. If the student is unable to enroll in a class from your department because it is closed or they do not meet the pre requisite, you must perform the following steps. This will allow the student to register themselves in the class by using Self Service Banner (goNSU).

1. Access the Registration Permit Override Form (**SFASRPO**) from the General Menu.
2. In the **ID** field, enter the Banner ID or name of the student (you can review *Searching for a Student* manual for assistance in locating a student's ID).
3. In the **Term** field, enter the term you wish to view (this is the term for which you plan to override the restriction so the student can enroll).

The screenshot shows the Oracle Fusion Middleware Forms Services SFASRPO form. At the top, there are fields for 'ID:' and 'Term:'. Below this is a section titled 'Student Permits and Overrides' which contains a table with columns: Permit, CRN, Subject, Course Number, Section, User, and Activity Date. There are three rows of input fields for this table. Below that is the 'Student Schedule' section, which includes a table with columns: CRN, Part of Term, Subject, Course Number, Section, Available, Waitlisted, and a grid for days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sun) with 'Begin Time' and 'End Time' columns. The grid contains small square checkboxes for each day. At the bottom of the form, there is a status bar with the text 'ID: Press LIST for valid ID's.' and 'Record: 1/1'.

- Click the **Next Block** icon  or Ctrl+PgDn. This portion of the screen will show Student Permits and Overrides that currently exist for this student or where an override can be assigned for this student. The bottom portion of the screen will show what the student is currently enrolled in for this term.



The screenshot shows the Oracle Fusion Middleware Forms Services interface for 'Student Registration Permit-Override'. The window title is 'Oracle Fusion Middleware Forms Services: Open > SFASRPO'. The browser address bar shows 'Student Registration Permit-Override SFASRPO 8.4.0.1 (STDT)'. The interface includes a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar. The main content area is divided into two sections:

Student Permits and Overrides

Fields: ID: N00126421, Self Service, Test1; Term: 201230, Spring 2012.

Permit	CRN	Subject	Course Number	Section	User	Activity Date
						18-SEP-2011

Student Schedule

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
30121	1	ANTH	3123	01	0	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1450
30160	1	CS	1003	01	30	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000	1050
30096	4	PSYC	1003	1	29	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0830	1050
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

FRM-40350: Query caused no records to be retrieved.
Record: 1/1 | ... | List of Valu... | <OSC>

- In the **Permit** field, enter the override type you are issuing to the student. Double click in the Permit field to see a list of override types.

The screenshot displays the Oracle Fusion Middleware Forms Services interface for the Student Registration Permit-Override application. The main window includes the following elements:

- Header:** Oracle Fusion Middleware Forms Services: Open > SFASRPO
- Menu:** File Edit Options Block Item Record Query Tools Help
- Toolbar:** Standard Oracle Forms navigation icons.
- Form Fields:**
 - ID: N00126421
 - Self Service, Test1
 - Term: 201230 Spring 2012
- Student Permits and Overrides:** A table with columns: Permit, CRN, Subject, Course Number, Section, User, and Activity Date. The Activity Date is set to 18-SEP-2011.
- Student Schedule:** A table with columns: CRN, Part of Term, Subject, Course Number, and Section. It lists three entries:

CRN	Part of Term	Subject	Course Number	Section
30121	1	ANTH	3123	01
30160	1	CS	1003	01
30096	4	PSYC	1003	1
- Registration Permit-Override Codes (Pop-up):** A dialog box with a search field and a list of codes:

Code	Description
1	Faculty
2	Department
3	College
4	Registrar
5	College of Extended Learning

- Select the Department override code only.** It is critical that the override that you issue is appropriate to your job responsibility.
- You can grant permission by subject/course number which allows the student to enroll in any CRN for that subject/course number combination (see example 1); or you can grant permission by a specific CRN which allows the student to enroll in a specific class by day/time/instructor (see example 2).

The user ID of the person issuing the override will be listed in the **User** field.

(Example 1)

Oracle Fusion Middleware Forms Services: Open > SFASRPO

File Edit Options Block Item Record Query Tools Help

Student Registration Permit-Override SFASRPO 8.4.0.1 (STDT)

ID: N00126409 Water, Smart Term: 201230 Spring 2012

Permit	CRN	Subject	Course Number	Section	User	Activity Date
2		HST	1483			20-SEP-2011

(Example 2)

Oracle Fusion Middleware Forms Services: Open > SFASRPO

File Edit Options Block Item Record Query Tools Help


Student Registration Permit-Override SFASRPO 8.4.0.1 (STDT)

ID: N00126421 Self Service, Test1 Term: 201230 Spring 2012

Permit	CRN	Subject	Course Number	Section	User	Activity Date
2	30022	JNV	1002	0	SAISTRNG2	18-SEP-2011

8. Click the **Save** icon (or **Shift-F10**).

Important! Let the student know that you have overridden their registration restriction and that they can now register themselves in that class through goNSU.

- To enter another override for the same student, click on the next permit line. To enter an override on another student, click the **Rollback**  icon (or **Shift-F7**) and repeat steps 2-8.
- To return to the General Menu, click the **Exit** icon (the X on the menu bar) or press (**Ctrl+Q**).