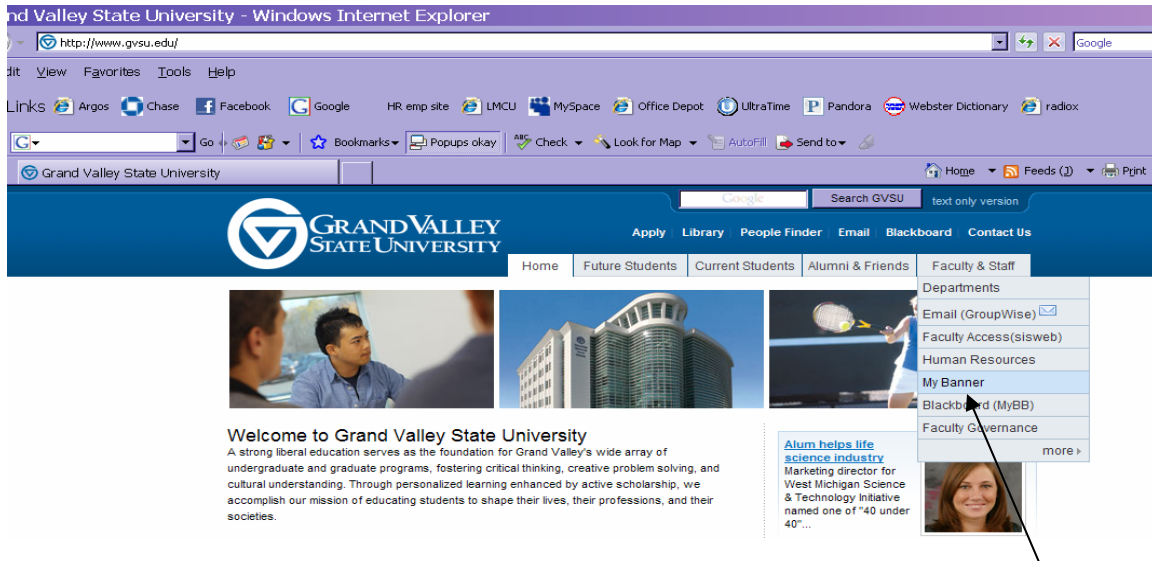


Student INB Permit-Override

Student INB Job Aid – Permit-Override (Pre-requisite, capacity/closed, class, program, permit, degree, or major)

Follow these steps for Student INB permit override:

1. **Open** Internet Explorer
2. If your home page does not default to the GVSU home page, Go to the following address at the top of the screen: <http://www.gvsu.edu>



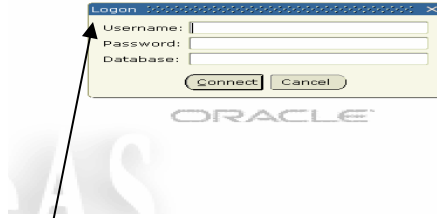
3. **Click** on the Faculty & Staff tab, run your cursor down the menu and **Click** the **My Banner** option and the following screen is displayed.



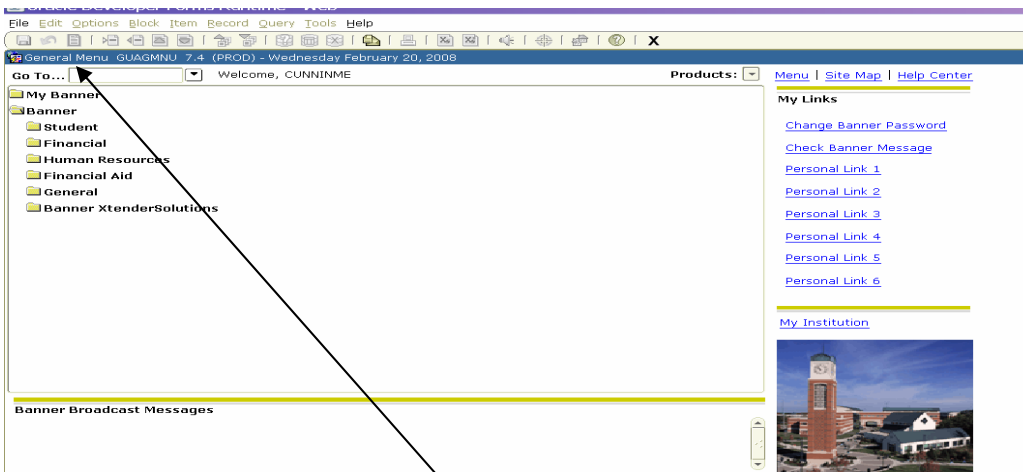
4. **Click** on the Internet Native Banner (INB) option.

Student INB Permit-Override

- Web

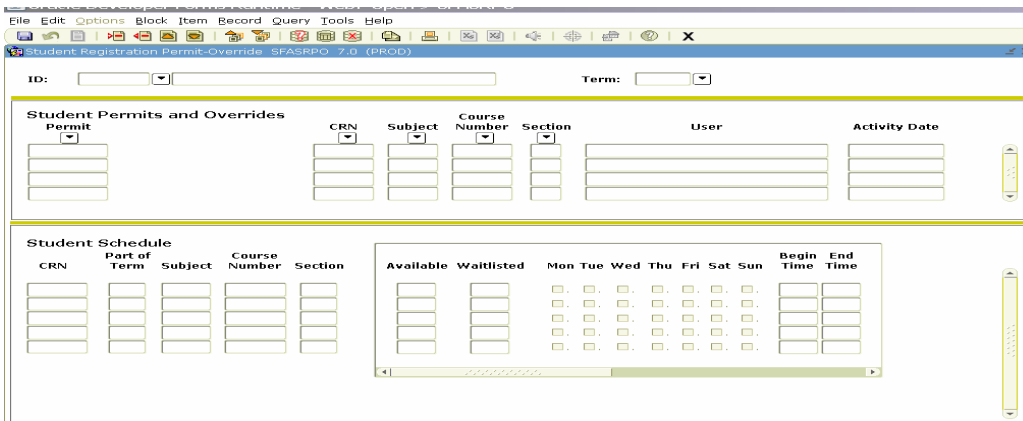


5. **Enter** in your username (network id) and password

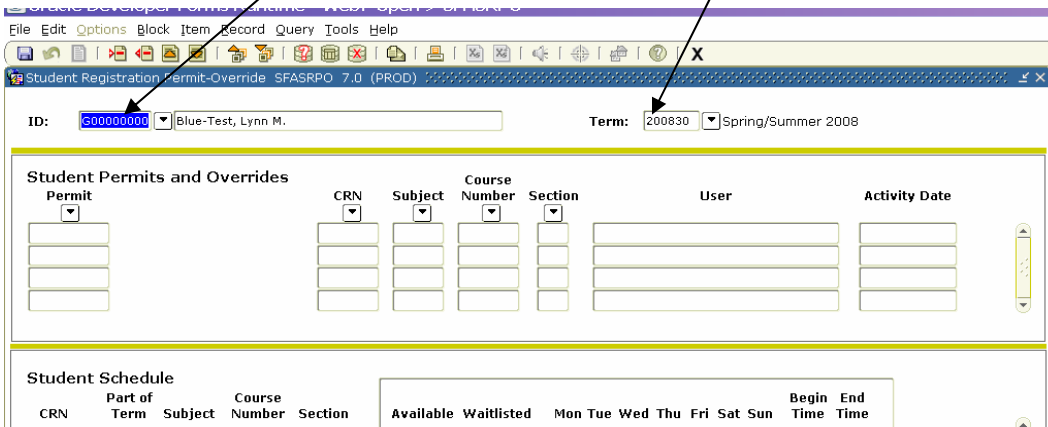


6. **Enter** in the Go To: SFASRPO

7. **Hit** the **Enter** key. It will bring you to the form to do a permit override. This form allows you to process a permit override and to see the student's schedule for the specified term.



8. **Enter** in the student's G number and **Enter** the **Specific Term** to override



Oracle Developer Forms Runtime - Web: Open > SFASRPO


File Edit Options Block Item Record Query Tools Help

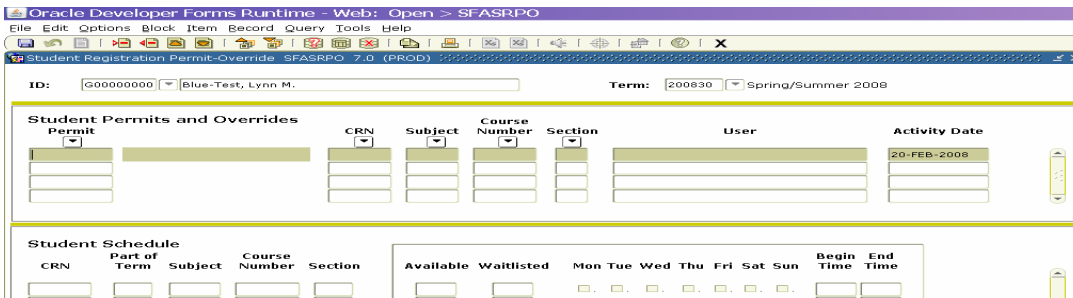
Student Registration Permit-Override SFASRPO 7.0 (PROD)

ID: Blue-Test, Lynn M. Term: Spring/Summer 2008

Permit	CRN	Subject	Course Number	Section	User	Activity Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

9. **Next Block**  (Toolbar Function) or **Ctrl + Page Down** (Keystroke Option) or **Block/Next** (Menu Option)



Oracle Developer Forms Runtime - Web: Open > SFASRPO

File Edit Options Block Item Record Query Tools Help

Student Registration Permit-Override SFASRPO 7.0 (PROD)

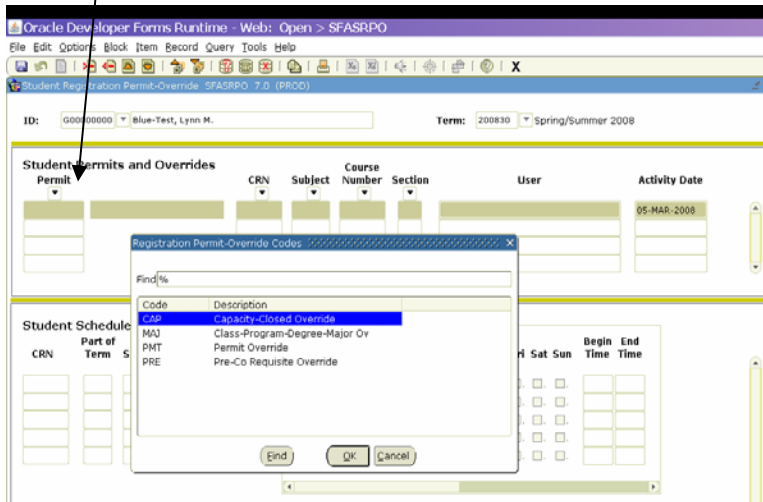
ID: Blue-Test, Lynn M. Term: Spring/Summer 2008

Permit	CRN	Subject	Course Number	Section	User	Activity Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="20-FEB-2008"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Student INB Permit-Override

10. **Click** on the permit drop down to select the type of permit to override the course. If you know the override code, type the three letter code in the permit field.



The screenshot shows the 'Student Registration Permit-Override' form. A dropdown menu is open, displaying the following options:

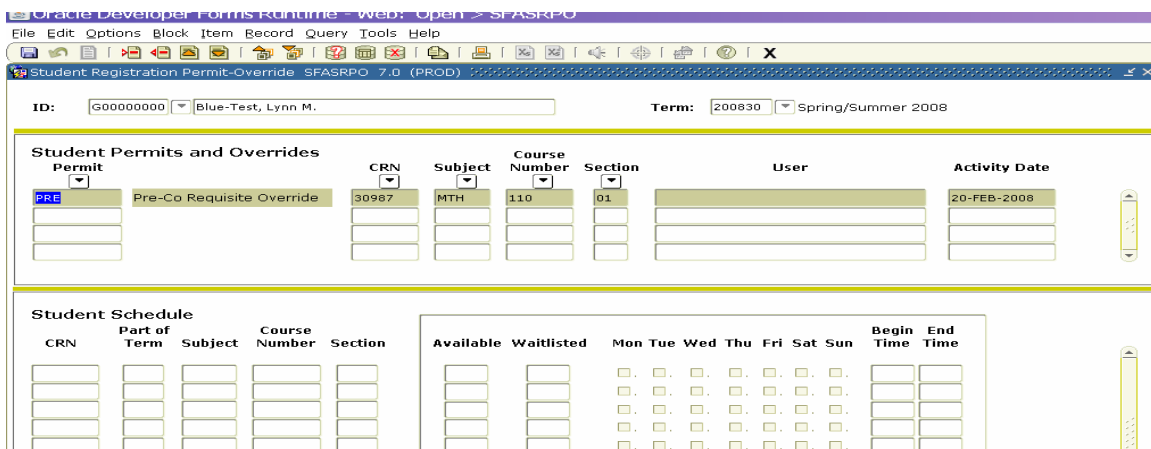
Code	Description
CAP	Capacity-Closed Override
MAJ	Class-Program-Degree-Major Ov
PMT	Permit Override
PRE	Pre-Co Requisite Override

Quick Tips:

Permit Types:

- **CAP** – Capacity-Closed Override
- **PMT** – Permit Override
- **MAJ** – Class, Program, Degree, or Major Override
- **PRE** – General Pre-Co Requisite Override
- **PO**- Prerequisite satisfied at other institution
- **PAP**- Prerequisite satisfied by AP test score
- **DUP** – Duplicate Course Override

11. **Enter** permit override code. When assigning a code to a student for a specific term, the **CRN**, **Subject**, **Course**, and **Section** fields are available to specify when assigning the specific permit-override code. At a minimum, a subject and course number must be designated when assigning a code.




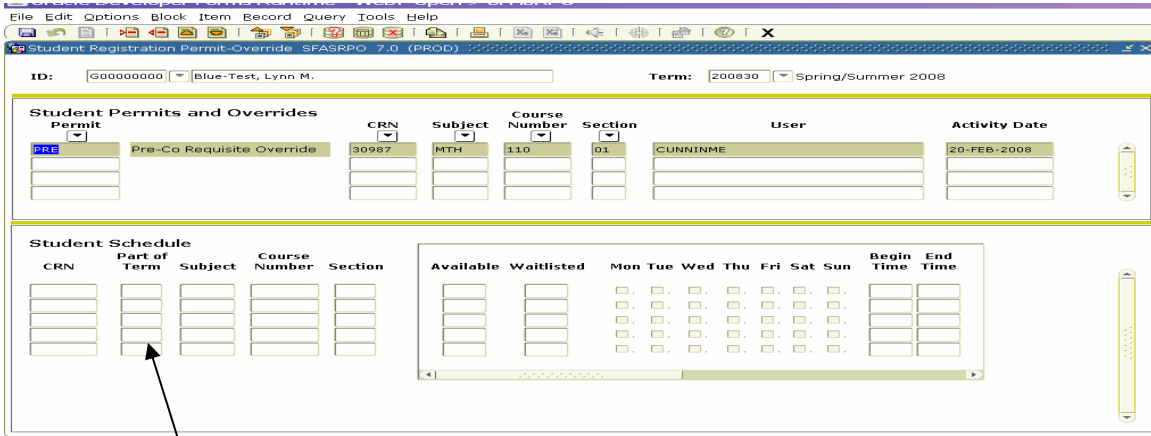
The screenshot shows the 'Student Registration Permit-Override' form with the following data entered:

Permit	CRN	Subject	Course Number	Section	User	Activity Date
PRE		MTH	110	01		20-FEB-2008

The 'Student Schedule' section below is empty.

If a subject and course number are specified, the permit-override registration error checking will apply to any section of that subject and course number when the student registers. If a specific CRN is entered, the subject, course number, and section number will default. If a subject, course number, and section number are entered, the CRN will default. Multiple permit-override codes can be assigned to the same subject and course number combination, or the same CRN.

12. **SAVE**  (Toolbar Function) or **F10** (Keystroke Option) or **File/Save** (Menu Option). The ID that assigned the override-permit code is stored and displayed on the form, as well as the activity date associated with the most recent change.





Message received when the record is saved. **Transaction complete: 1 records applied and saved.**

13. Student **schedule** information is also displayed on the form. The information displayed is the same that is in the Student's Schedule section of the Registration Section Query Form (SFQSECM).

14. **Inserting** multiple permit-overrides for the same student and same term specified.

Use one of the following options:

- a. Use the Arrow Down key  to the next field to insert a permit-override.
- b. Use the Toolbar Function  to insert a new permit-override.
- c. Use the Keystroke option **F6**.
- d. Use the Menu Option **Record/Insert**.

Student INB Permit-Override

Oracle Developer Forms Runtime - Web: Open > SFASRPO

File Edit Options Block Item Record Query Tools Help

Student Registration Permit-Override SFASRPO 7.0 (PROD)

ID: G00000000 Blue-Test, Lynn M. Term: 200830 Spring/Summer 2008

Permit	CRN	Subject	Course Number	Section	User	Activity Date
PRE Pre-Co Requisite Override	30987	MTH	110	01	CUNNINME	20-FEB-2008
						20-FEB-2008

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time

15. Follow Steps 10-12 – to add an additional permit-override code.

Oracle Developer Forms Runtime - Web: Open > SFASRPO

File Edit Options Block Item Record Query Tools Help

Student Registration Permit-Override SFASRPO 7.0 (PROD)

ID: G00000000 Blue-Test, Lynn M. Term: 200830 Spring/Summer 2008

Permit	CRN	Subject	Course Number	Section	User	Activity Date
PRE Pre-Co Requisite Override	30987	MTH	110	01	CUNNINME	20-FEB-2008
MAJ Class-Program-Degree-Majc		ED	200		CUNNINME	20-FEB-2008

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time

Forms Services

FRM-40400: Transaction complete: 1 records applied and saved.
Record: 2/2

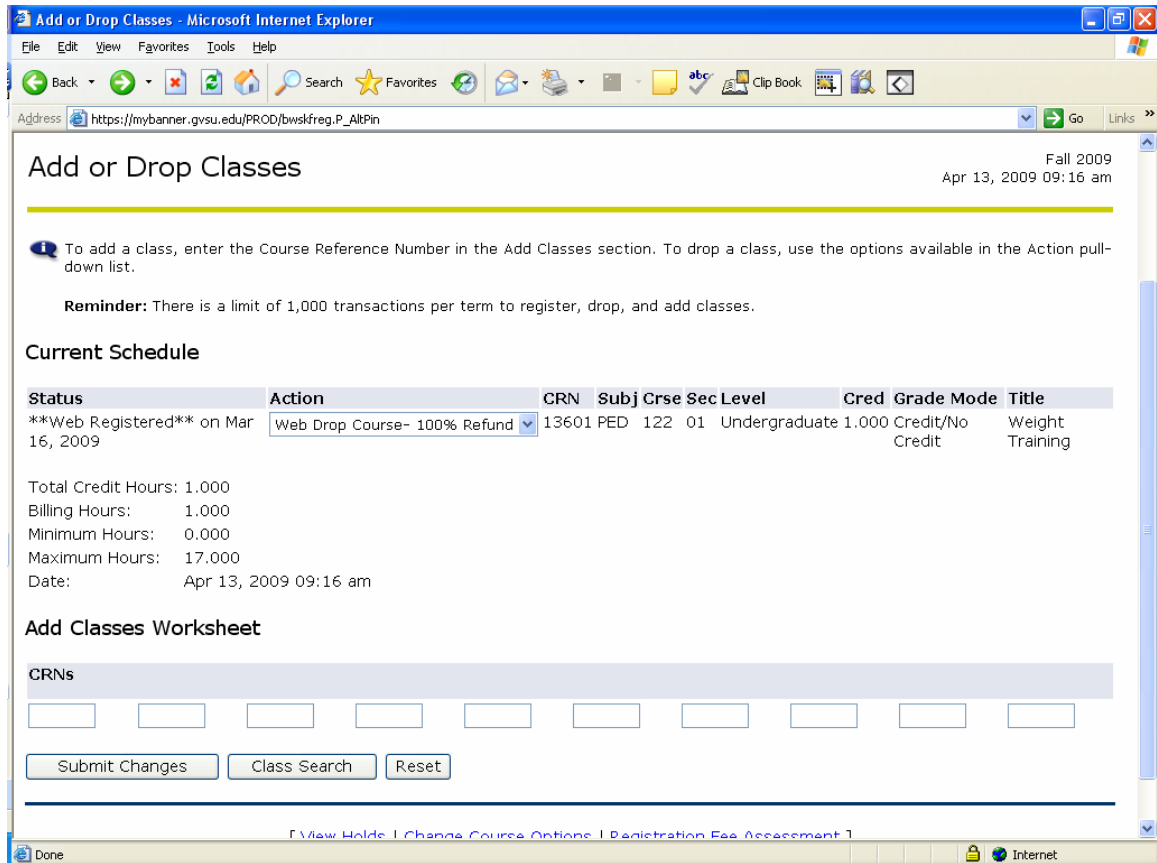
Start | 4 Novell... | OnBase C... | 3 Inter... | 2 Micros... | Microsoft ... | 2 Argos...

Message received when the record is saved. **Transaction complete: 1 records applied and saved.**

Note: After issuing a 'CAP – Capacity-Closed Override' for a closed class, the student will need to register using the 'Drop/add classes' menu option in MyBanner rather than performing a class search to register. Once they select 'Drop/add classes' they will need to scroll to the bottom of the screen and enter the CRN (course reference number) under the 'Add Classes Worksheet' for the course directly and click on 'Submit Changes.' The

Student INB Permit-Override

closed class will always show a C (for closed) through class search, even after a student is issued an override.



Add or Drop Classes Fall 2009
Apr 13, 2009 09:16 am

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Reminder: There is a limit of 1,000 transactions per term to register, drop, and add classes.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Mar 16, 2009	Web Drop Course- 100% Refund	13601	PED	122	01	Undergraduate	1.000	Credit/No Credit	Weight Training

Total Credit Hours: 1.000
 Billing Hours: 1.000
 Minimum Hours: 0.000
 Maximum Hours: 17.000
 Date: Apr 13, 2009 09:16 am

Add Classes Worksheet


CRNs


[View Holds](#) | [Change Course Options](#) | [Registration Fee Assessment](#)

Removing an Override

1. To remove override that was entered in error or change an override, you need to record remove the override.
2. Follow steps 1-9.
3. **Highlight** the permit-override that you wish to remove.

Permit	CRN	Subject	Course Number	Section	User	Activity Date
PRE	30987	MTH	110	01	CUNNINME	20-FEB-2008

4. To Delete a Record  (Toolbar Function) or **Shift + F6** (Keystroke Option) or **Record/Remove** (Menu Option).

5. **SAVE**  (Toolbar Function) or **F10** (Keystroke Option) or **File/Save** (Menu Option).

Permit	CRN	Subject	Course Number	Section	User	Activity Date
						20-FEB-2008

Forms Services

FRM-40400: Transaction complete: 1 records applied and saved.
Record: 1/1

Message received when the record is saved. **Transaction complete: 1 records applied and saved.**