## INTERNET NATIVE BANNER PERMIT OVERRIDE INSTRUCTIONS

### <u>Online Registration Override Request Overview</u>

Students now have a centralized place to request all of their registration overrides online through myBanner.  They can access the registration override request page via the "**Add or Drop Classes**" and "**Look Up Classes**" pages in Self Service Banner.
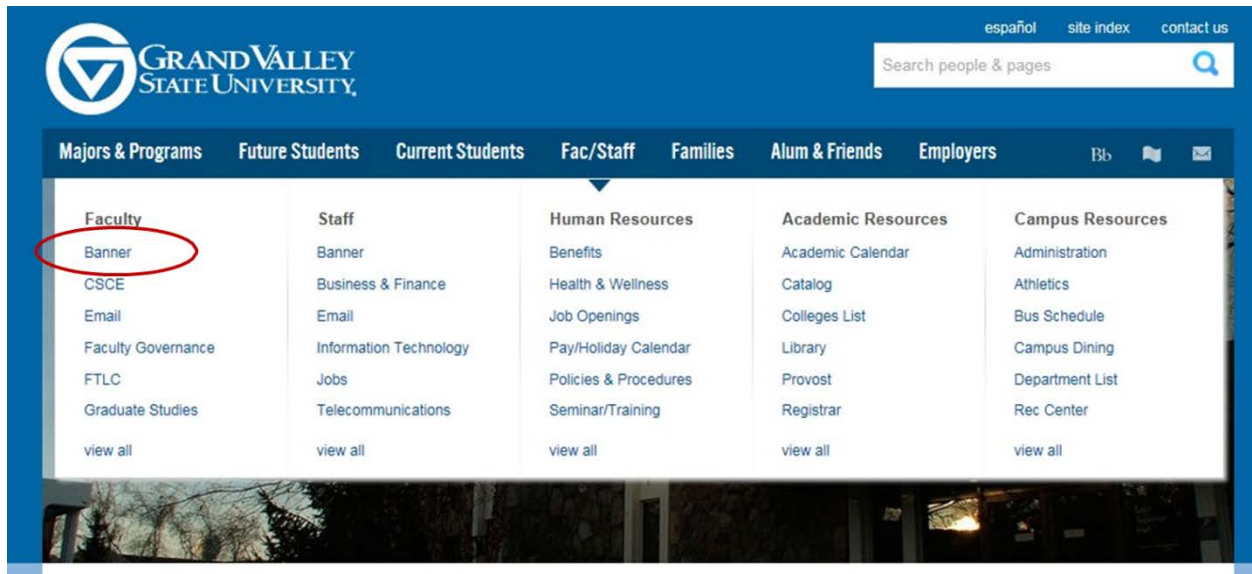
These requests are stored in the new Internet Native Banner (INB) form **SZASRPO** and a report will be sent to the department email account for processing.
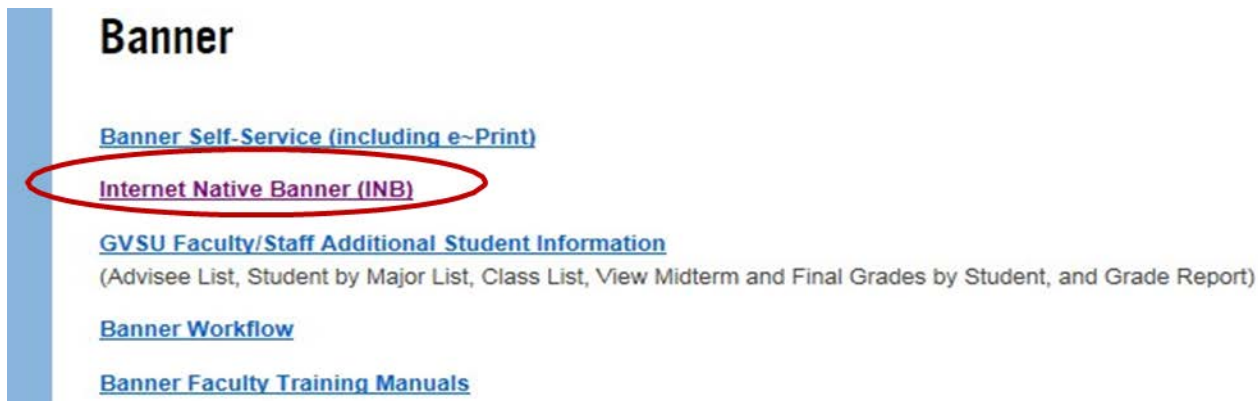
### <u>Login to SZASRPO</u>

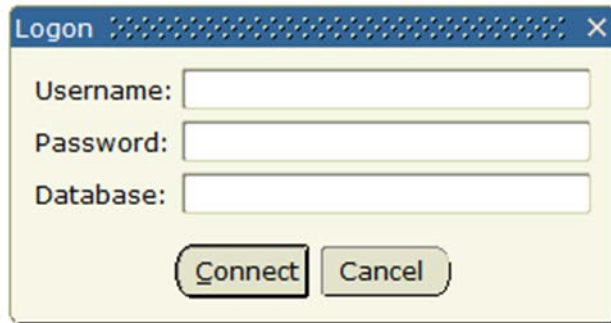1.  Go to the GVSU homepage (www.gvsu.edu), then click the **Fac/Staff** navigation **link**:
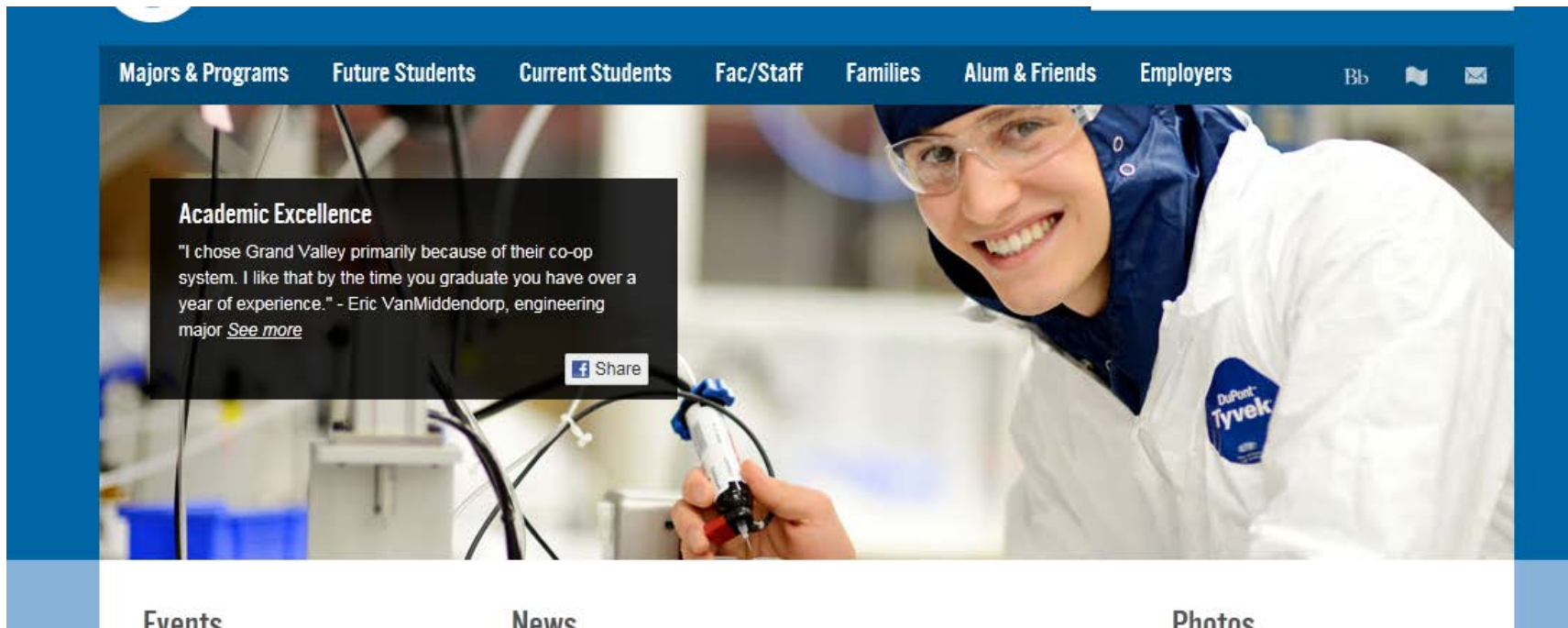
2. Select the **Banner** link under the Faculty column.
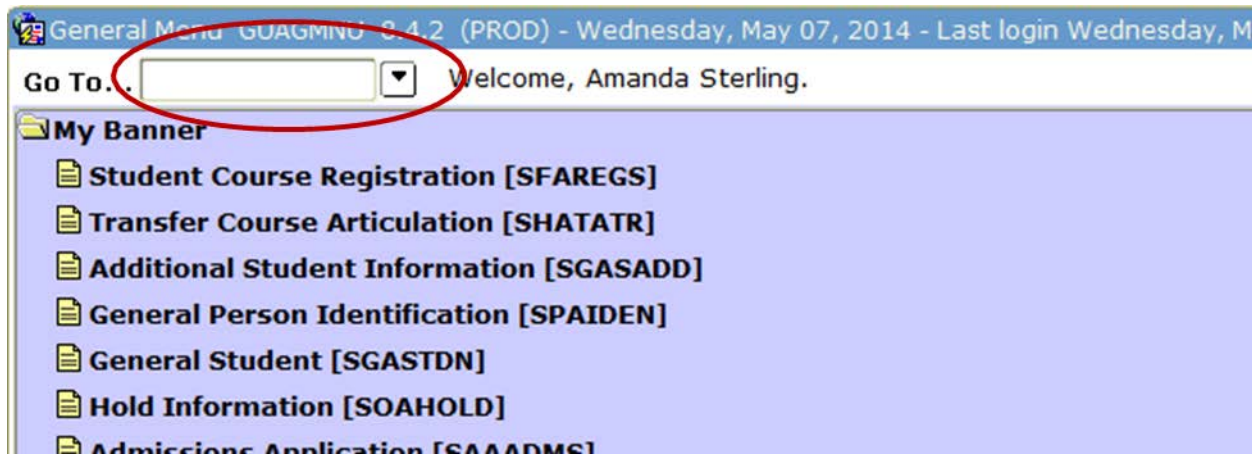


3. Then select Internet Native Banner (INB)

4. Log in to Internet Native Banner using your Network ID (e.g., bluetesl) and password:



4. Enter the form name **SZASRPO** into the "**Go To...**" box:

6. Enter the student's G# and term for which they are seeking an override, then hit **Next Block** by either selecting the **Block > Next** (menu option) or by clicking the Next Block icon on the toolbar , or by using the keystroke option **Ctrl + Page Down**:

This will return all override requests for the student in the specified term. *Note: You can restrict this query to a specific department, subject or request number.*



7. To view each request, use the scroll bar. The oldest request is the first one displayed.

## SZASRPO Form

The **SZASRPO** form consists of two blocks: **Primary Requests** and **Student Permits and Overrides**. The **Primary Request** block contains both section and student information to help you to make your decision.

1.  **Override Requests** – this tab contains the details of the override request including the request number, the CRN, the date submitted, and the reason for the request.



2.  **Link/Full Sess Courses** – this tab lists any linked sections requested by the student.

3. **Restrictions** – this tab includes any field of study, attribute, class, level, degree, program, and college restrictions.

**Primary Request**

| Override Requests | Link/Full Sess Courses | Restrictions | Prerequisites | Enrollment | Program |
|---|---|---|---|---|---|

Course: 21537 EGR 390 01 (Seminar)

| Type | Category | | |
|---|---|---|---|
| Include | Attribute | PDAD | Admitted to PD Major |
| Include | Attribute | IEAD | Admitted to IE Major |
| Include | Attribute | MEAD | Admitted to ME Major |
| Include | Attribute | CEAD | Admitted to CE Major |

**Primary Request**

| Override Requests | Link/Full Sess Courses | Restrictions | Prerequisites | Enrollment | Program |
|---|---|---|---|---|---|

Course: 20730 BUS 677 01 (Lecture and Discussion)

| Type | Category | | |
|---|---|---|---|
| Include | Class | GM | Masters |
| Include | Class | GD | Doctorate |
| Include | College | SB | Seidman College of Business |
| | | | |

4. **Prerequisites** – lists the course's prerequisites and a checkbox that displays whether or not the student has met them

Primary Request

| Override Requests | Link/Full Sess Courses | Restrictions | Prerequisites | Enrollment | Program |

**Course:** 21537 EGR 390 01 (Seminar)

**Prerequisites** ( EGR290 = 'N' OR EGR295 = 'N' )

**Prerequisites Met** ☐

Primary Request

| Override Requests | Link/Full Sess Courses | Restrictions | Prerequisites | Enrollment | Program |

**Course:** 23027 MTH 122 01 (Lecture and Discussio

**Prerequisites**
Rule: MTH 110: MTH 110 or equivalent for a total of 1 conditions)
MTH110
Minimum Grade of D
May not be taken concurrently.)
Course Attribute: M110
Minimum Grade of D

**Prerequisites Met** ☑

5. **Enrollment** – displays section capacity, number of enrolled students, number of remaining seats, and room capacity (if the section meets in multiple rooms then the capacity of the smaller room is listed).

Primary Request

| Override Requests | Link/Full Sess Courses | Restrictions | Prerequisites | Enrollment | Program |
|---|---|---|---|---|---|

Course:  23027 MTH 122 01 (Lecture and Discussio

Maximum: 30
Actual: 30
Remaining: 0
Room Capacity: 36

6. **Program** – displays the student's current program of study.

Primary Request

| Override Requests | Link/Full Sess Courses | Restrictions | Prerequisites | Enrollment | Program |
|---|---|---|---|---|---|

Degree: MS    Master of Science            Conc1:
Program: CIS-MS  Computer Info Systems-MS   Conc2:
Major1: CIS    Computer Information Systems  Level: G    Masters
Major2:                                      Class: GM   Masters
Minor1:
Minor2:

## Approving a Request

1. Click the dropdown arrow next to the Status field to view status types and select "A - Approved".

**ID:** G00000000 ▼  Blue-Test, Lynn M.          **Term:** 201520 ▼ Winter 2015          R

### Primary Request

| Override Requests | Link/Full Sess Courses | Restrictions | Prerequisites | En |

**Request No:** 109                                    **Course:** 21489    CHM 242 10 (Lecture   )

**Submit Date:** 19-JAN-201

**Status Pick List**                                                            ×

**Status:** [ ] ▼ Re

**Find** %

**Status Date:** 19-JAN-201

| Status C... | Description |
|---|---|
| P | Pending Departmental Approval |
| R | Request received |
| A | Approved |
| D | Denied |
| CD | Cancelled by department |
| CS | Cancelled by System |
| L | Locked Course |

**Updated By:** WWW_USE

**Transcripts will be subm**

**Transcripts rece**

( Find )    ( OK )    ( Cancel )

### Student Permits and (

**Permit**                    CKN   Subj   Crse   Sec                    **User**        **Activity Da**

▼                            ▼     ▼      ▼      ▼                                     22-JAN-201!

2. Click Save. A text box will appear reminding you to enter the override. Click Proceed.

**Forms**                                                                        ×

⚠ You have set the status of this request to "Approved"
or "Partially Approved".  Please ensure that you have
added the appropriate override(s) for this student
before choosing to "Proceed".

( Proceed )    ( Cancel )

## Student Permits and Overrides

| Permit | CRN | Subj | Crse | Sec | User | Activity Date | Expiry Date | Comments |
|---|---|---|---|---|---|---|---|---|
| ▼ | ▼ | ▼ | ▼ | ▼ | | | | |
| | | | | | | 23-JAN-2015 | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

FRM 40400: Transaction complete: 1 records applied and saved

3. Click the dropdown arrow under the Permit field (see above) to view the permit types:

### Registration Permit-Override Codes

Find %

| Code | Description |
|---|---|
| DUP | Duplicate Course Override |
| PRE | General Pre-req Override |
| MAJ | Class-Program-Degree-Major Ov |
| CAP | Capacity-Closed Override |
| PMT | Permit Override |
| ATT | Attribute Override |
| PAP | Pre-req Override - AP Credit |
| PO | Pre-req Override-Other Inst |

( Find )   ( OK ) ( Cancel )

**Key to Permit Types:**

**DUP** – Duplicate Course Override

**PRE** – General  Pre-req or Co-req Override

**MAJ** – Class standing, Program, Degree, or Major Override

**CAP** – Closed Capacity Override

**PMT** – Permit Override for courses requiring Prior Approval

**ATT** – Attribute Override (common for programs requiring secondary admission)

**PAP** – AP Test Score satisfies the pre-req

**PO** – Pre-req has been met at another institution

4. Double-click the permit type. Then enter the CRN or Subject and Course.   Please note that entering the CRN will only allow the student to register for that specific section.   By entering the Subject and Course Number (with no section number), the student will be allowed to register for any section of the specified course.   Double-click the expiry date field and select an expiration date (optional).

**Student Permits and Overrides**

| Permit | | CRN | Subj | Crse | Sec | User | Activity Date | Expiry Date | Comments |
|---|---|---|---|---|---|---|---|---|---|
| CAP | Capacity-Closed | 27604 | AAA | 201 | 01 | PRZYBYTL | 20-JAN-2015 | 30-MAR-2015 | |

5. To add additional override permits for the same course, simply hit the down arrow key on your keyboard or place your cursor in the next line.

6. To save the override, hit the Save icon [💾] or hit the F10 key on your keyboard.  An email will automatically be sent to the student informing them that the override has been approved and that they can now register for the course.

**Denying a Request**

1. Click the dropdown arrow next to the Status field and select "D - Denied".

Primary Request

| Override Requests | Link/Full Sess Courses | Restrictions | Prerequisites | Enrollment | Program |

Request No: 113

Submit Date: 19-JAN-2015

Status: D ▼ Denied

Status Date: 22-JAN-2015

Updated By: PRZYBYTL

Transcripts will be submitted: ☐

Transcripts received: ☐

Course: 25122    ACC 213 07 (Lecture and Discuss ▼

Reason: I need a permit to register for this course. ▼

Reason Details:

Denial Reason: Priority given to students who need this clas ▼

Dept Apprv Reqd: ☐

Error Mesg: No Error Available

Comments (for office use only)

Message to Student ▼

Please register for another section.

2. Click the dropdown arrow next to the Denial Reason field and select a reason.
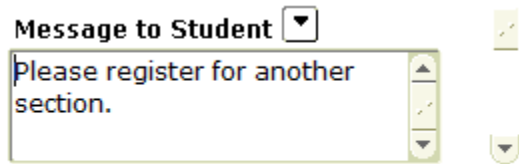
Denial Pick List

Find %

| Reason Code | Description |
|---|---|
| FRC | Class is full and at room capacity. |
| PSG | Priority given to students who need this class to graduate this term. Test |
| NRO | No registration overrides are being given for this course. |
| NTR | Transferred prerequisite does not satisfy the prerequisite for this course. |
| PNM | Prerequisite Not Met |
| OTR | Other |

Find    OK    Cancel

3. Any additional notes to the student should be entered in the Message to Student field.

**Message to Student** ▼
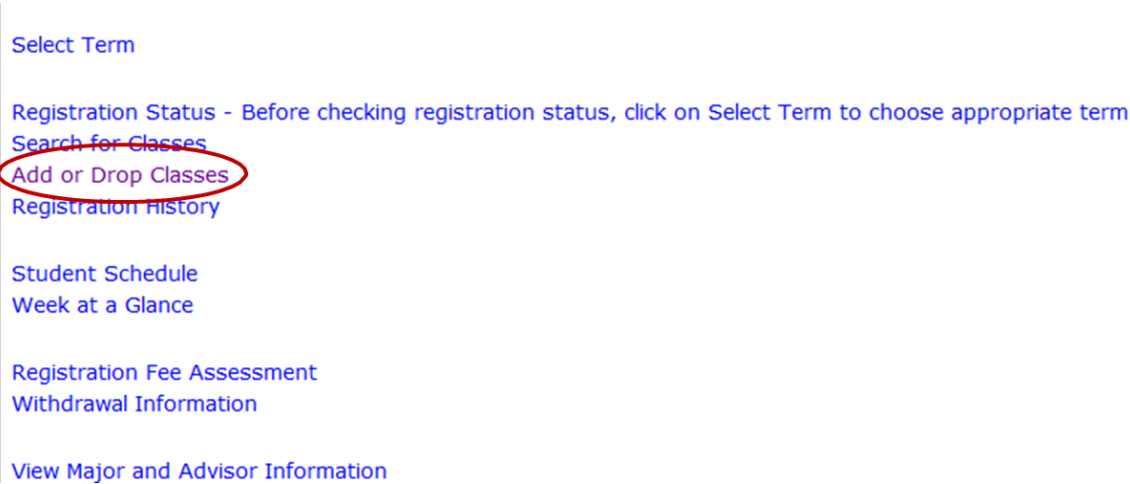
Please register for another
section.

4. To save the override, hit the Save icon or hit the F10 key on your keyboard. An email will automatically be sent to the student notifying them that their request has been denied.

**Deleting an Override**
To delete an override, place your cursor in the field with the permit type, then go to Record > Remove (menu option), or Alt +R +R, or shift F6, then F10 to save.

**Special Note for CAP Overrides**

1. Once the student has been issued a 'CAP – Closed Capacity Override' for a closed class, the student will need to register using the Add or Drop Classes menu option in myBanner rather than performing a Class Search to register.

Select Term

Registration Status - Before checking registration status, click on Select Term to choose appropriate term
Search for Classes
Add or Drop Classes
Registration History

Student Schedule
Week at a Glance

Registration Fee Assessment
Withdrawal Information

View Major and Advisor Information

2. After selecting Add or Drop Classes the student will need to scroll to the bottom of the screen and enter the CRN (course reference number) directly under the Add Class Worksheet, then click Submit Changes.

## Add Classes Worksheet

**CRNs**

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | | |

Submit Changes    Class Search    Reset

3. If the student uses the **Search for Classes** function, they will see a C (for closed) next to the course even after being issued a CAP override. (See example below.)

**Sections Found**

**Chemistry**

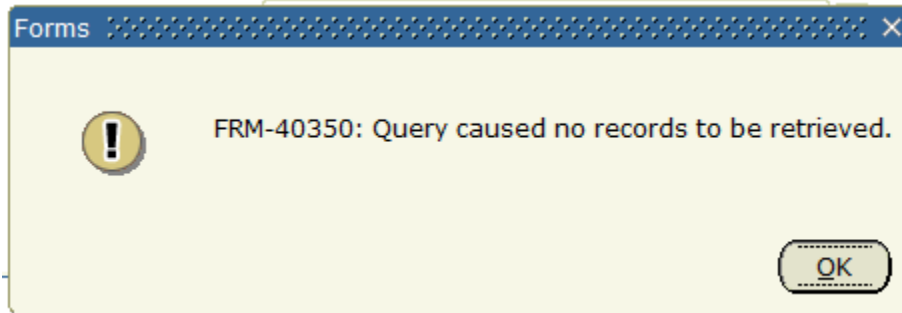| Select | CRN | Preq Exists | Subj | Crse | Sec | Cmp | Cred | Title | Days | Time | Cap | Act | Rem | XL Cap | XL Act |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| C | 36641 | N | CHM | 180 | 01 | ALL | 1.000 | Princ of Chemistry II Lab | MW | 01:15 pm-04:05 pm | 1 | 1 | 0 | 0 | 0 |

Register    Add to WorkSheet    New Search

**How to Grant an Override if the Student has Not Applied Online**

1. Login to Banner and go to the SZASRPO form

2. Enter the student's ID and term and click next block.

3. If a request for the course already exists in the system, follow the instructions for *Approving a Request.*

4. If there is no request in the system for that student and term, the following error message will pop up:

Forms ⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚ ✕

( ! )   FRM-40350: Query caused no records to be retrieved.

                                                    OK

5. Click OK.  A new request will be generated by the system and the Request Number field will automatically populate with a new request number.  The status will automatically be set to Approved and the Reason will also automatically be set to "Requested on behalf of the student".

6. Click the arrow down key next to the Course field and scroll to select the course from the drop down menu or enter the CRN directly.
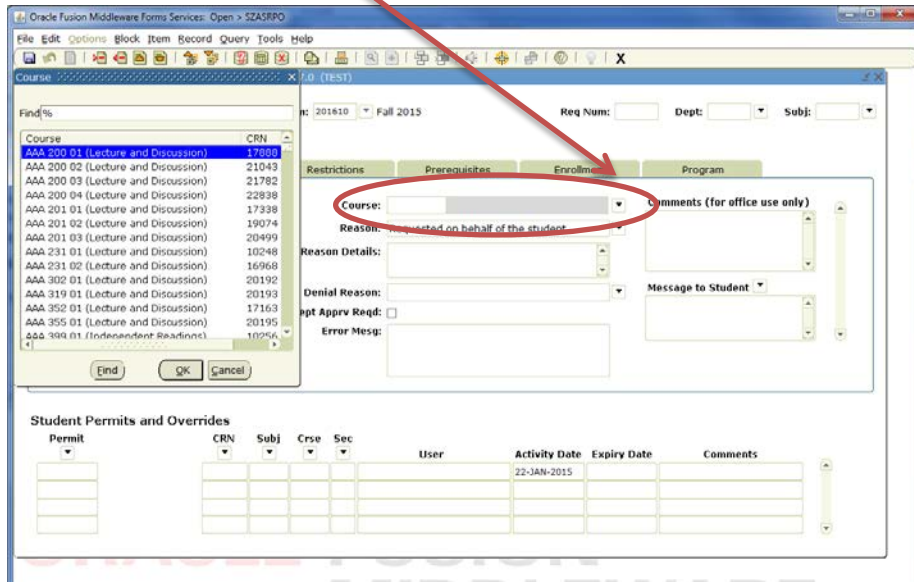


7. Type a message to the student in the Message to Student text box (optional) and click next block.

8. Double-click the permit type. Then enter the CRN or Subject and Course.   Please note that entering the CRN will only allow the student to register for that specific section.   By entering the Subject and Course Number (with no section number), the student will be allowed to register for any section of the specified course.  Double-click the expiry date field and select an expiration date (optional).

9. To add additional registration overrides for the same course, simply hit the down arrow key on your keyboard or place your cursor in the next line.

10. To save the override, hit the Save icon or hit the F10 key on your keyboard.  An email will automatically be sent to the student informing them that the override has been approved and that they can now register for the course.