

## INTERNET NATIVE BANNER PERMIT OVERRIDE INSTRUCTIONS

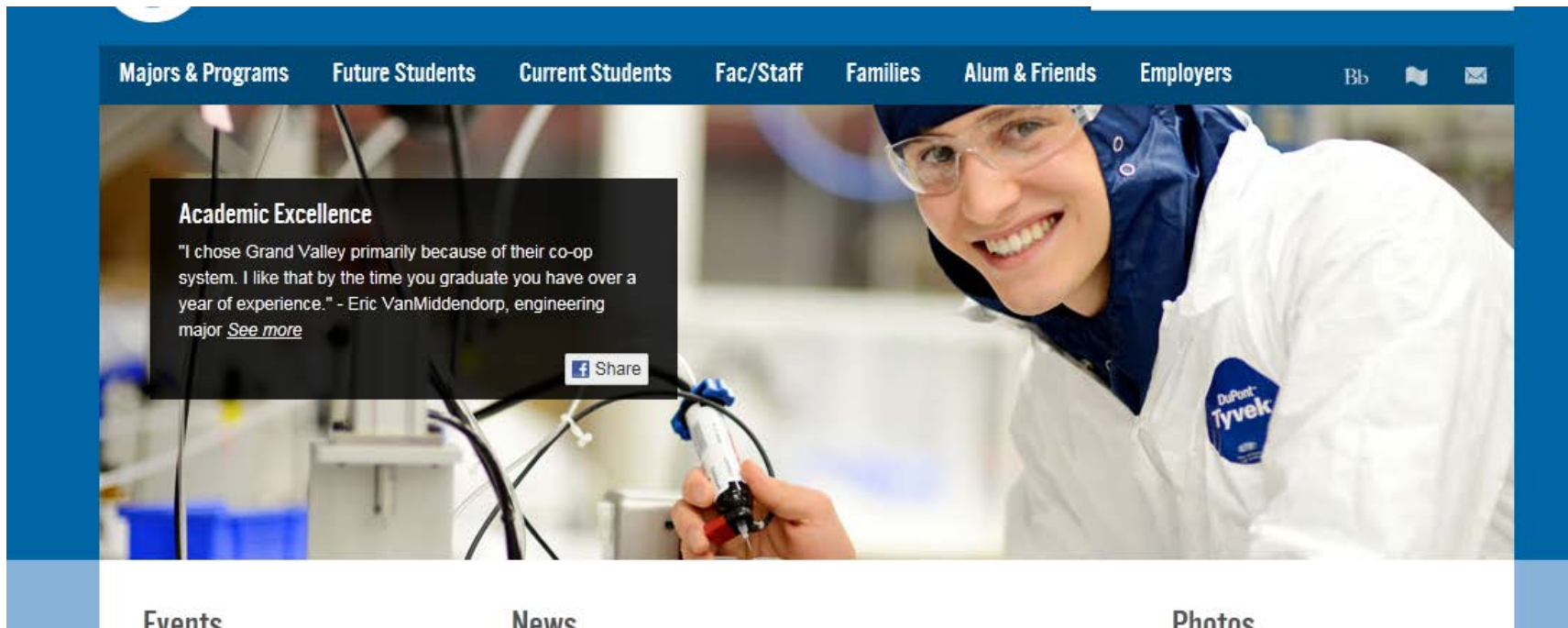
### Online Registration Override Request Overview

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.

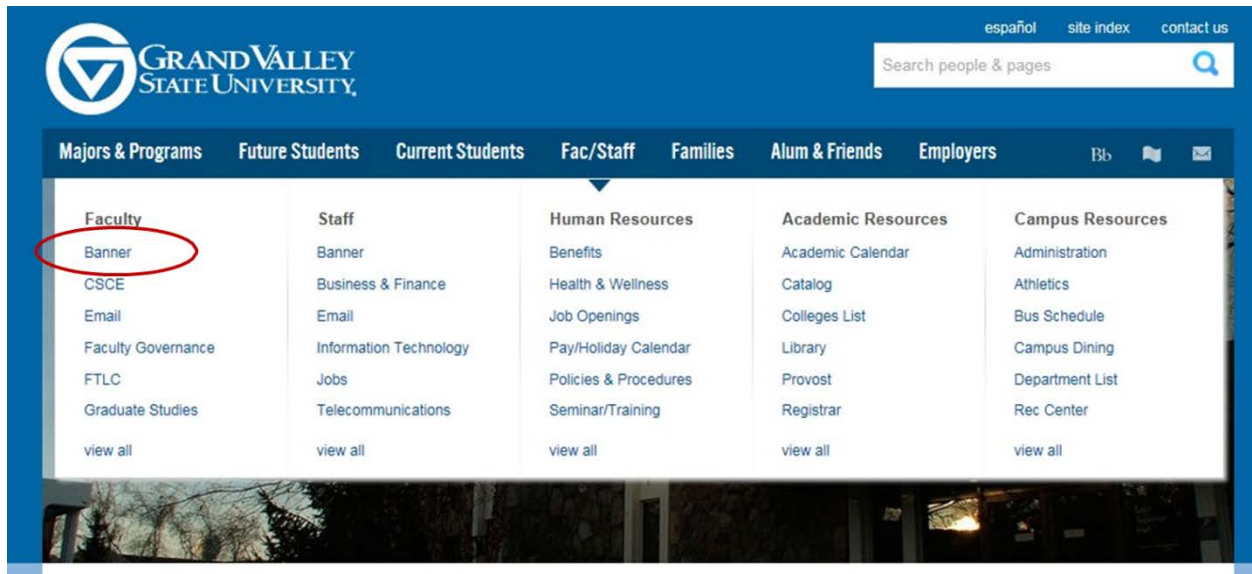
These requests are stored in the new Internet Native Banner (INB) form **SZSRPO** and a report will be sent to the department email account for processing.

### Login to SZSRPO

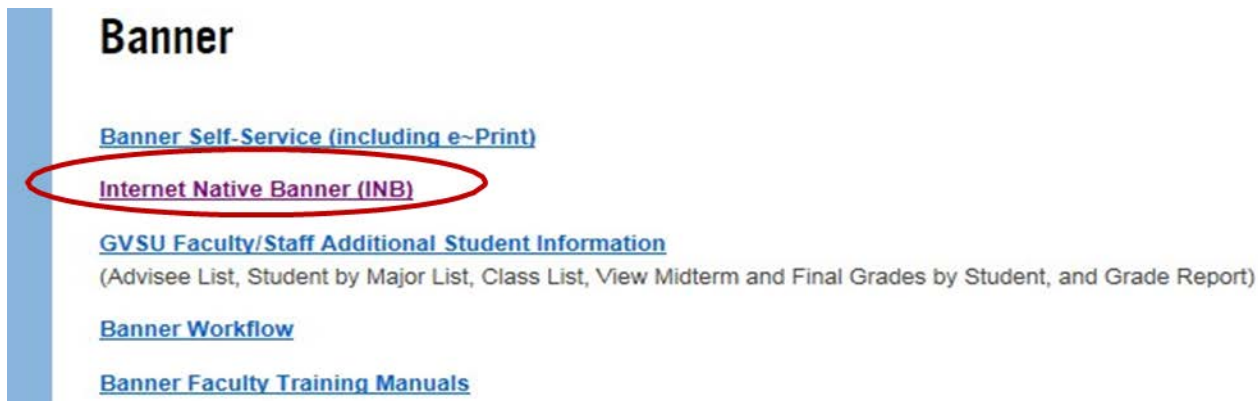
1. Go to the GVSU homepage (www.gvsu.edu), then click the **Fac/Staff** navigation link:



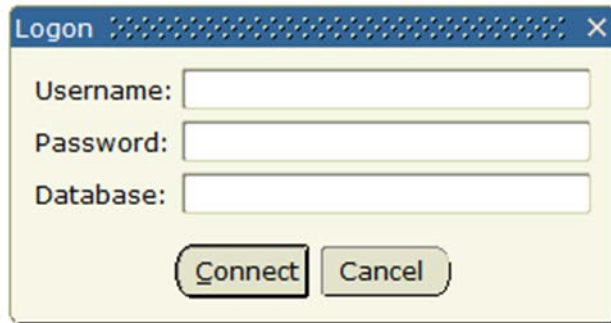
2. Select the **Banner** link under the Faculty column.



3. Then select Internet Native Banner (INB)

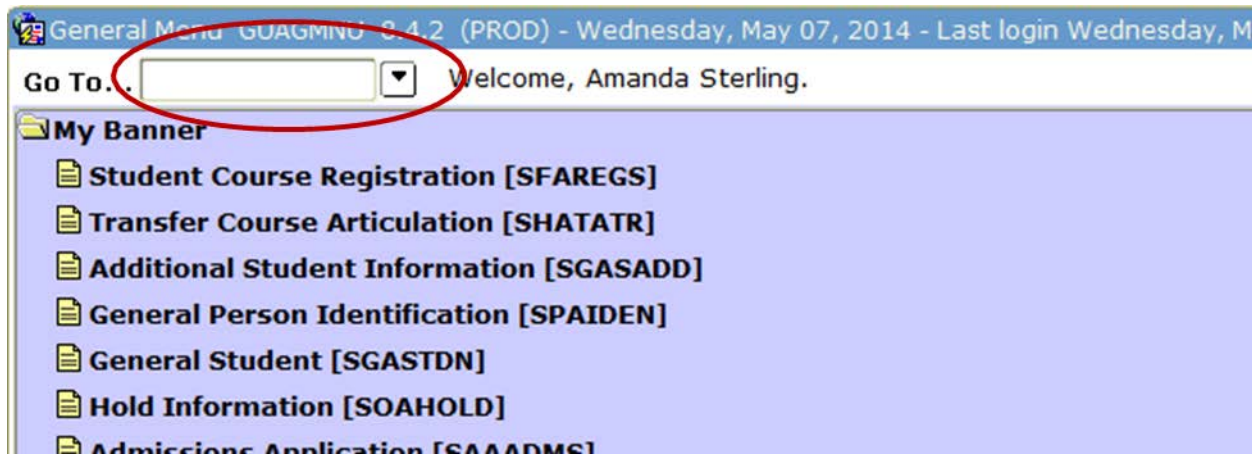


4. Log in to Internet Native Banner using your Network ID (e.g., bluetesl) and password:



A screenshot of a 'Logon' dialog box. It has a title bar with 'Logon' and a close button. Below the title bar are three text input fields labeled 'Username:', 'Password:', and 'Database:'. At the bottom of the dialog are two buttons: 'Connect' and 'Cancel'.

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



A screenshot of the Banner application interface. The title bar reads 'General Menu GUAGMNU 9.4.2 (PROD) - Wednesday, May 07, 2014 - Last login Wednesday, M...'. Below the title bar is a 'Go To...' field with a dropdown arrow, which is circled in red. To the right of the field is the text 'Welcome, Amanda Sterling.'. Below this is a section titled 'My Banner' with a list of menu items: 'Student Course Registration [SFAREGS]', 'Transfer Course Articulation [SHATATR]', 'Additional Student Information [SGASADD]', 'General Person Identification [SPAIDEN]', 'General Student [SGASTDN]', 'Hold Information [SOAHOLD]', and 'Admissions Application [SAAADMS]'.

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.*

Oracle Fusion Middleware Forms Services: Open > SZASRPO

File Edit Options Block Item Record Query Tools Help

Student Registration Permit-Override Form SZASRPO 7.0 (TEST)

ID: G00000000 Blue-Test, Lynn M. Term: 201520 Winter 2015 Req Num: Dept: Subj:

**Primary Request**

Override Requests Link/Full Sess Courses Restrictions Prerequisites Enrollment Program

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

Submit Date: 19-JAN-2015 Reason: I am lacking a prerequisite.

Status: Request received Reason Details:

Status Date: 19-JAN-2015 Denial Reason:

Updated By: WWW\_USER Dept Apprv Req:

Transcripts will be submitted: Transcripts received:

Error Msg: Prerequisite Not Met

Comments (for office use only)

Message to Student

Application submitted by student online

**Student Permits and Overrides**

Permit	CRN	Subj	Crse	Sec	User	Activity Date	Expiry Date	Comments
						22-JAN-2015		

Record: 1/? ... List of Valu... <OSC>

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.

Primary Request

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

Request No: 112

Submit Date: 19-JAN-2015

Status: R Request received

Status Date: 19-JAN-2015

Updated By: WWW\_USER

Transcripts will be submitted:

Transcripts received:

Course: 21537 EGR 390 01 (Seminar)

Reason: OTHER

Reason Details: I really want to take this course.

Denial Reason:

Dept Apprv Reqd:

Error Mesg: Student Attribute Restriction

Comments (for office use only)

Message to Student: Application submitted by student online

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

Primary Request

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

Course: 21489 CHM 242 10 (Lecture )

Link/Full Sess Courses | Restrictions

CRN	Course Component	CRN Term	Type	Error Message
21523	CHM 242 919 (Laboratory)	201520	Linked Course	No Error Available

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	<b>Enrollment</b>	Program
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Course: 23027 MTH 122 01 (Lecture and Discussio

Maximum:

Actual:

Remaining:

Room Capacity:

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

Primary Request

Override Requests	Link/Full Sess Courses	Restrictions	Prerequisites	Enrollment	<b>Program</b>
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Degree:  Master of Science      Conc1:

Program:  Computer Info Systems-MS      Conc2:

Major1:  Computer Information Systems      Level:  Masters

Major2:

Minor1:

Minor2:

Class:  Masters



## 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-2011

Status:  Re

Status Date: 19-JAN-2011

Updated By: WWW\_USE

Transcripts will be subm  
Transcripts rece

**Student Permits and**

Permit

CRN	Subj	CRS	Sec	User	Activity Da
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	22-JAN-2011

Status Pick List


Find%

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

Find OK Cancel

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		

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

**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

- 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	27604	AAA	201	01	PRZYBYTL	20-JAN-2015	30-MAR-2015	Capacity-Closed

- 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.
- 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      Course: 25122 ACC 213 07 (Lecture and Discus:      Comments (for office use only)

Submit Date: 19-JAN-2015      Reason: I need a permit to register for this course.      [Text Area]

Status: D [v] Denied      Reason Details: [Text Area]

Status Date: 22-JAN-2015      Denial Reason: Priority given to students who need this clas [v]      Message to Student [v]

Updated By: PRZYBYTL      Dept Apprv reqd: [checkbox]      Please register for another section.

Transcripts will be submitted: [checkbox]      Error Mesg: No Error Available

Transcripts received: [checkbox]

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

Denial Pick List

Find%

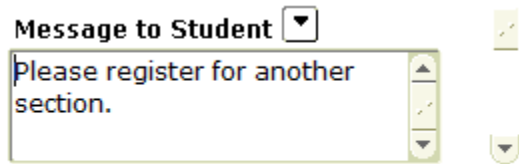
Reason Code	Description
FRC	Class is full and at room capacity.
PSG	Priority given to students who need this class to graduate this term. Test
NRO	No registration overrides are being given for this course.
NTR	Transferred prerequisite does not satisfy the prerequisite for this course.
PNM	Prerequisite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



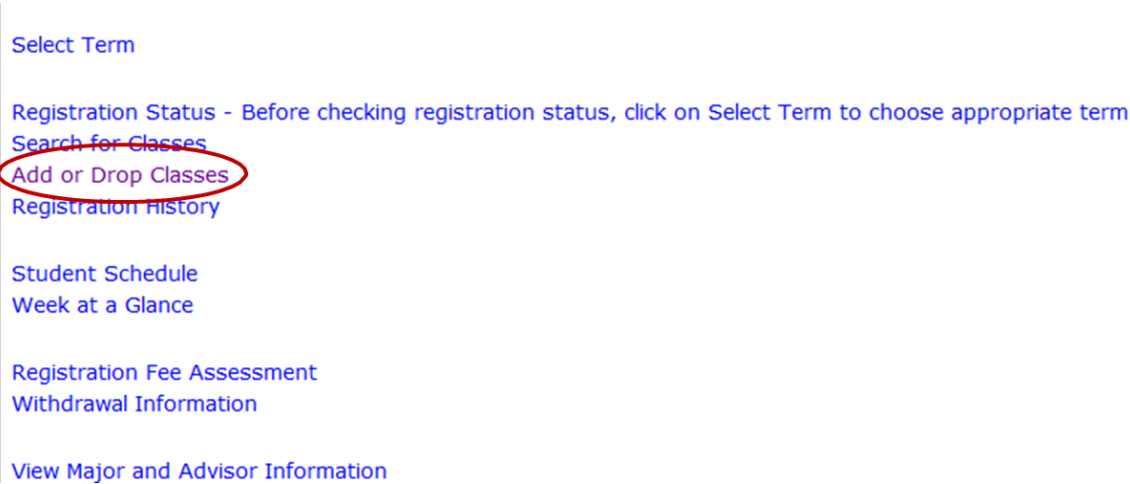
4. To save the override, hit the Save icon or hit the F10 key on your keyboard. An email will automatically be sent to the student notifying them that their request has been denied.

### **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**

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	Prereq 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

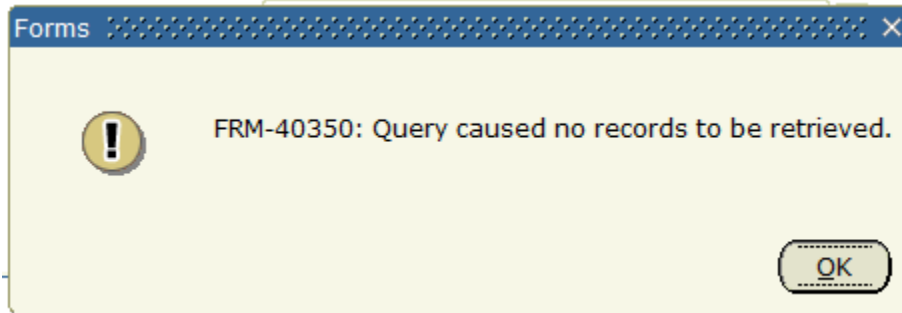
Register

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:





- 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”.

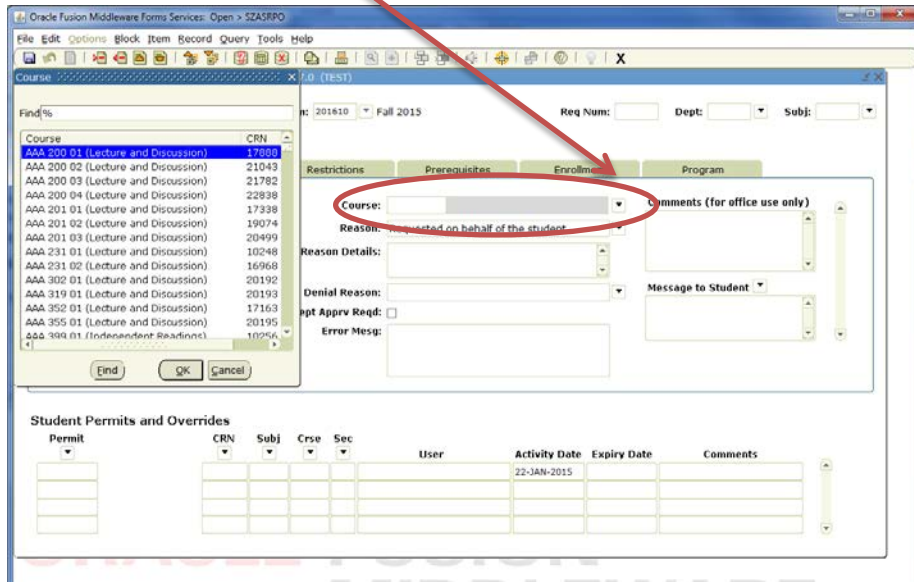
The screenshot shows the 'Student Registration Permit-Override Form' in Oracle Fusion Middleware. The form is titled 'Student Registration Permit-Override Form SZASRPO 7.0 (TEST)'. At the top, there are fields for ID (G00000000), Student Name (Blue-Test, Lynn M.), Term (201610), and Session (Fall 2015). There are also empty fields for Req Num, Dept, and Subj.

The 'Primary Request' section has several tabs: 'Override Requests', 'Link/Full Sess Courses', 'Restrictions', 'Prerequisites', 'Enrollment', and 'Program'. The 'Override Requests' tab is active. In this tab, the 'Request No:' field is populated with '165'. The 'Reason:' dropdown menu is set to 'Requested on behalf of the student'. Other fields include 'Submit Date:', 'Status:' (set to 'A'), 'Status Date:', 'Updated By:', 'Transcripts will be submitted:', 'Transcripts received:', 'Reason Details:', 'Denial Reason:', 'Dept Apprv Reqd:', and 'Error Mesg:'.

Below the 'Primary Request' section is the 'Student Permits and Overrides' section, which contains a table with columns: Permit, CRN, Subj, Crse, Sec, User, Activity Date, Expiry Date, and Comments. The first row of the table has the following values: Permit (dropdown), CRN (dropdown), Subj (dropdown), Crse (dropdown), Sec (dropdown), User (empty), Activity Date (22-JAN-2015), Expiry Date (empty), and Comments (empty).

At the bottom of the form, there is a status bar with the message: 'FRM-41032: Cannot set ENABLED Property of current item SZBCROS.SZBCROS\_STATUS.' and 'Record: 1/1'.

- 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.



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