

INTERNET NATIVE BANNER PERMIT OVERRIDE INSTRUCTIONS

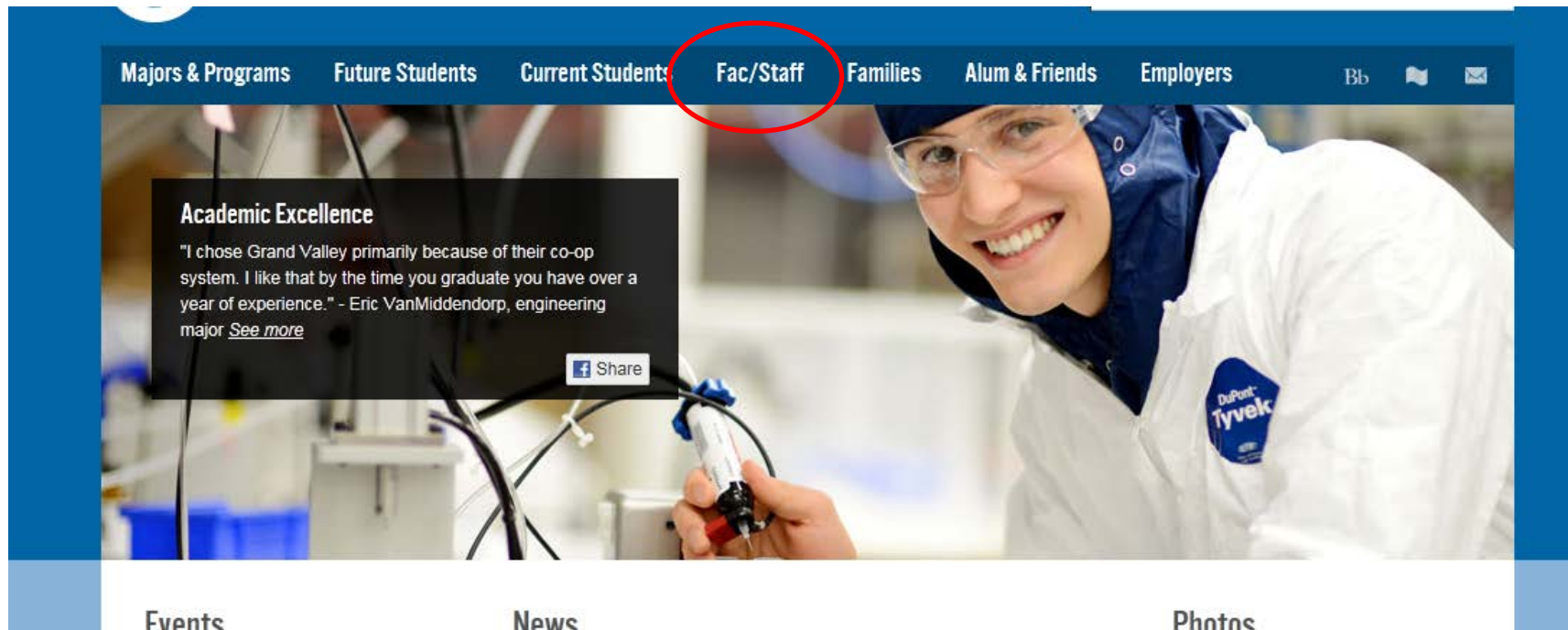
Online Registration Override Request Overview

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.

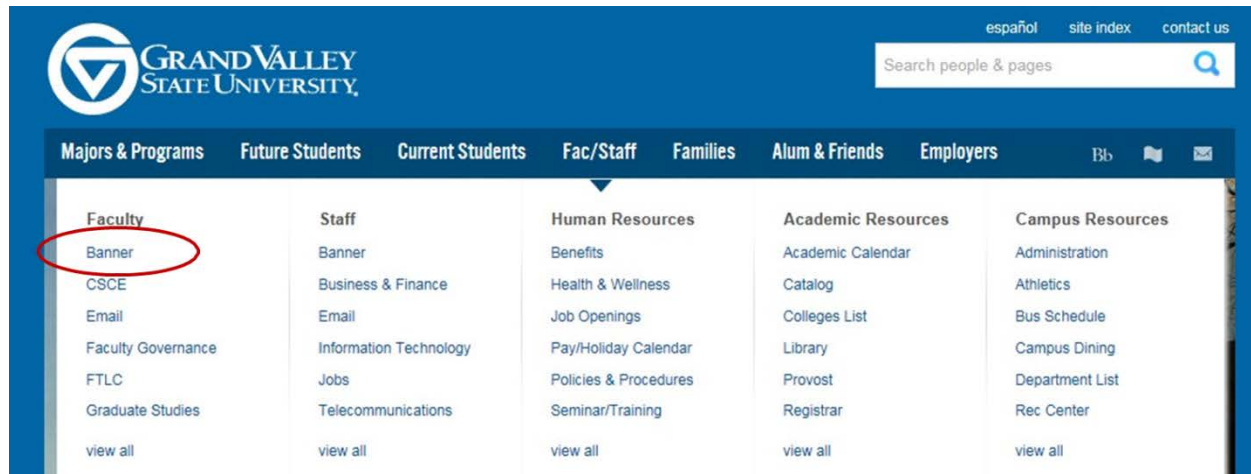
These requests are stored in the new Internet Native Banner (INB) form **SZASRPO** and a report will be sent to the academic departmental email account for processing.

Login to SZASRPO

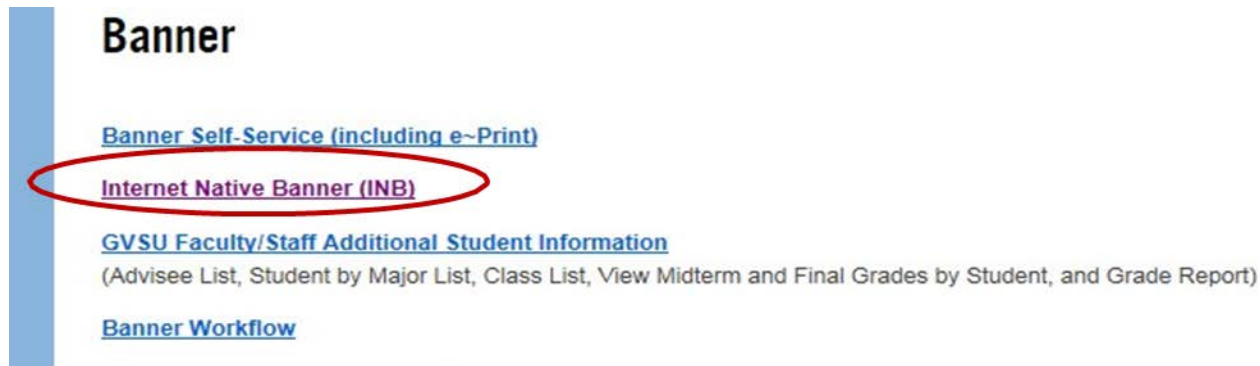
1. Go to the GVSU homepage (www.gvsu.edu), then click the **Fac/Staff** navigation link:



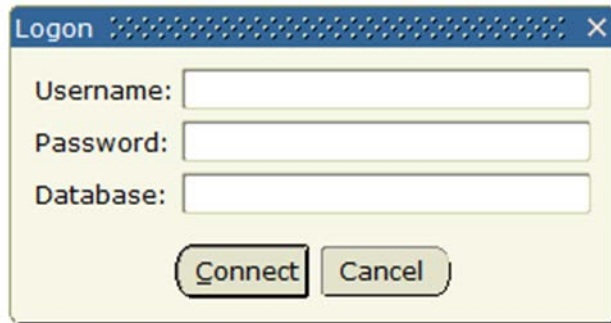
2. Select the **Banner** link under the Faculty column.



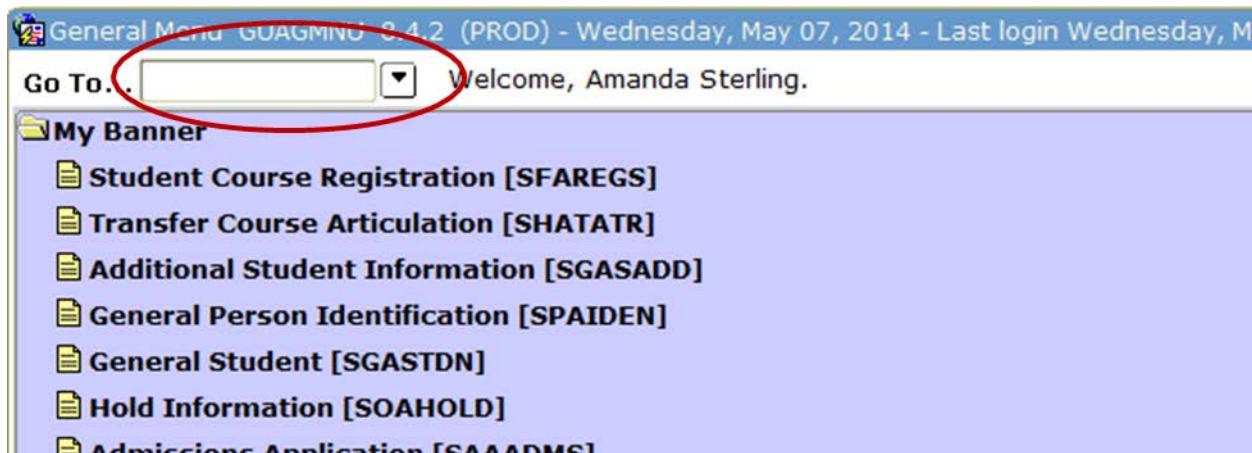
3. Then select Internet Native Banner (INB)



4. Log in to Internet Native Banner using your Network ID (the login used to log into the computers on campus, not your G number) and your Banner INB password. Leave the "Database" field blank.

A Windows-style dialog box titled "Logon" with a close button (X) in the top right corner. It contains three text input fields labeled "Username:", "Password:", and "Database:". Below the fields are two buttons: "Connect" and "Cancel".

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

A screenshot of a web application window. The title bar reads "General Menu - GUAGMNU - 3.4.2 (PROD) - Wednesday, May 07, 2014 - Last login Wednesday, M...". Below the title bar, there is a "Go To..." label followed by a text input field and a dropdown arrow. The input field is circled in red. To the right of the input field, it says "Welcome, Amanda Sterling." Below this is a section titled "My Banner" with a list of application areas, each preceded by a folder icon: "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

Course: 21537 EGR 390 01 (Seminar)

Submit Date: 19-JAN-2015

Status: R Request received

Status Date: 19-JAN-2015

Updated By: WWW_USER

Transcripts will be submitted: ☐

Transcripts received: ☐

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	Enrollment	Program
-------------------	------------------------	--------------	---------------	------------	---------

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	Program
-------------------	------------------------	--------------	---------------	------------	---------

Degree:	<input type="text" value="MS"/>	Master of Science	Conc1:	<input type="text"/>	
Program:	<input type="text" value="CIS-MS"/>	Computer Info Systems-MS	Conc2:	<input type="text"/>	
Major1:	<input type="text" value="CIS"/>	Computer Information Systems	Level:	<input type="text" value="G"/>	Masters
Major2:	<input type="text"/>		Class:	<input type="text" value="GM"/>	Masters
Minor1:	<input type="text"/>				
Minor2:	<input type="text"/>				

Approving a Request

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

Note: If you wish to approve a request but do not want an automatic email to be sent to the student (ie. orientation), change the status of the request to "O - Orientation – 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: Re

Status Date: 19-JAN-201

Updated By: WWW_USE

Transcripts will be subm

Transcripts rece

Student Permits and C

Permit

22-JAN-201

Status Pick List


Find%

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

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

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

- 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 of the decision. If approved, the student will then be able to register for the course.

Note: An automatic email is sent to the student when the following status changes take place:

Previous Status ↓	NEW STATUS			
	Approved	Denied	Pending departmental approval	Cancelled by department
Request Received	Email Sent	Email Sent	Email Sent	Email Sent
Pending Transcript	Email Sent	Email Sent	Email Sent	Email Sent
Pending Departmental Approval	Email Sent	Email Sent		Email Sent
Denied	Email Sent			

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. ▼		Message to Student ▼ Please register for another section.	
Status: D ▼ Denied		Reason Details: ▼			
Status Date: 22-JAN-2015		Denial Reason: Priority given to students who need this clas ▼			
Updated By: PRZYBYTL		Dept Apprv Req: <input type="checkbox"/>			
Transcripts will be submitted: <input type="checkbox"/>		Error Mesg: No Error Available			
Transcripts received: <input type="checkbox"/>					

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

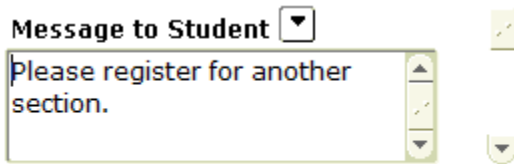
Denial Pick List

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

[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

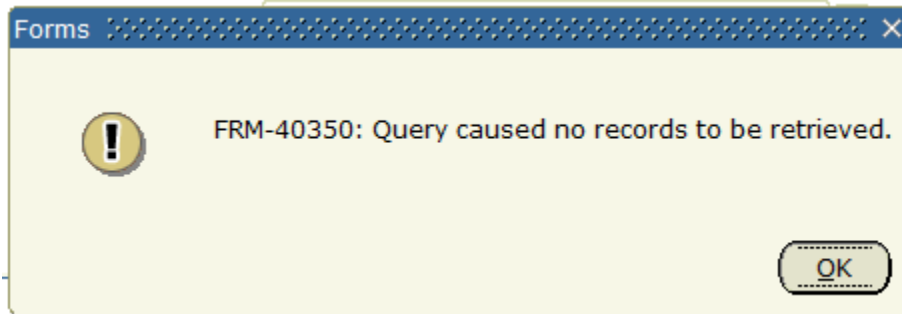
Chemistry

Select	CRN	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”.

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: 201610 Fall 2015 Req Num: Dept: Subj:

Primary Request

Override Requests Link/Full Sess Courses Restrictions Prerequisites Enrollment Program

Request No: 165 Course: Reason: Requested on behalf of the student

Submit Date: Status: A

Status Date: Updated By: Reason Details: Denial Reason: Message to Student

Transcripts will be submitted: ☐ Transcripts received: ☐ Dept Apprv Req: ☐ Error Msg:

Student Permits and Overrides

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

FRM-41032: Cannot set ENABLED Property of current item SZBCROS.SZBCROS_STATUS.
Record: 1/1 | List of Valu... | <OSC>

- 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.

The screenshot shows the Oracle Fusion Middleware Forms Services application. The 'Course' field is highlighted with a red circle, and a red arrow points to the dropdown arrow next to it. The dropdown menu is open, showing a list of courses with their CRNs. The 'Find:' field is empty. The 'Restrictions' tab is selected, and the 'Course' field is set to 'AAA 200 01 (Lecture and Discussion)'. The 'Reason' field is set to 'Requested on behalf of the student'. The 'Denial Reason' field is empty. The 'Message to Student' field is empty. The 'Student Permits and Overrides' table is visible at the bottom.

Find:	CRN
AAA 200 01 (Lecture and Discussion)	17000
AAA 200 02 (Lecture and Discussion)	21043
AAA 200 03 (Lecture and Discussion)	21782
AAA 200 04 (Lecture and Discussion)	22838
AAA 201 01 (Lecture and Discussion)	17338
AAA 201 02 (Lecture and Discussion)	19074
AAA 201 03 (Lecture and Discussion)	20499
AAA 231 01 (Lecture and Discussion)	10248
AAA 231 02 (Lecture and Discussion)	16968
AAA 302 01 (Lecture and Discussion)	20192
AAA 319 01 (Lecture and Discussion)	20193
AAA 352 01 (Lecture and Discussion)	17163
AAA 355 01 (Lecture and Discussion)	20195
AAA 399 01 (Independent Reading)	10256

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

- 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.