Registration Permits

The purpose of this handout will show advisors how to set a permit for a course or section (with restrictions) so that a student may register.

Registration Permits are set on SFASRPO. (SRPO - Student Registration Permit Override)

Training is required prior to gaining update access to SFASRPO.

The Permits process requires TWO steps:
1. The Permit(s) is set on SFASRPO
2. Then, the Student or Advisor completes the registration process via the Add or Drops link on Raiderlink|WebRaider
   → Students can view permits on the Registration Status link.

Academic Registration Holds
Academic Registration Holds will not prevent a Permit to be set.
Academic Registration Holds will prevent the student from registering into the permitted course.

CRN
The CRN is the unique 5 character identifier of the course section.

Steps on how to Set a Permit

1. Add the Permit on SFASRPO
   - Go to...SFASRPO
   - Enter Tech ID of student or do a Name Search
   - Enter in the appropriate Term
   - [Next Block]
   - Click on the Permit drop-down arrow to select Permit Code, or manually enter in code.
     - Example: Enter PREREQ (to override prerequisites)
       - Refer to last page of a description of permit codes
   - Enter in CRN number of course section, (search CRN if needed)
   - Save or F10 key
   - X | Close Form

2. Register into Permitted Course
   - Log into Raiderlink|WebRaider
   - Click on the Advisor or Faculty Tab
   - Click on the Add or Drops Link
   - Enter in Student’s R# or do Name Search
   - Select Term
   - Enter in CRN
   - Click Submit

Note: The student’s current schedule will be listed on the bottom of SFASRPO.
Steps to Search for a Course Section (CRN) on SFASRPO

- Enter Tech ID or do Name Search
- Enter Term
- Next Block]
- Enter Permit Code (PREREQ)
- Click on the CRN drop-down arrow

To Process Search

- Select Search for Sections (SFQSECM) on the pop-in window
- Enter in the Subject Name & Subject Number in appropriate fields
- Press F8 to execute the query

To Select the course

- Highlight and Double Click on course section
- This will take you back to SFASRPO
- Course will automatically be entered in CRN field
Example of Searches

**Subject Only**
This will display all ENGL sections

**Subject and Course**
This displays all ENGL 1301 sections

**Subject and Link**
This displays all HIST sections with a L* link attached.
L represents the section is a lecture
Example: If a lecture (L1) must be taken with a Discussion (D1) Registration MUST be entered for both the corresponding lecture and discussion sections

L | Lecture
D | Discussion
X | No Credit

Are all lines are filled up?

Two ways to open up a new record
- **Record > Insert**, or use the Record Insert Icon
  - This inserts a blank entry
- Press the **Arrow** down on your keyboard
<table>
<thead>
<tr>
<th>Checkbox Title</th>
<th>Permit Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-requisite</td>
<td>PREREQ</td>
<td>Allows user to override any course prerequisite</td>
</tr>
<tr>
<td>Co-requisite</td>
<td>COREQ</td>
<td>Allows user to override any course co-requisite</td>
</tr>
<tr>
<td>Links</td>
<td>LINK</td>
<td>Allows user to override any links attached to the course.</td>
</tr>
<tr>
<td>Special Approval</td>
<td>SPECIAL</td>
<td>Allows user to override any special approvals.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*This restriction comes from the Special Approval field on SSASECT.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Examples: Permission from Department; Permissions from Instructor;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Teaching Dept. Permit Required, etc</td>
</tr>
<tr>
<td>Duplicates</td>
<td>DUPLICATE</td>
<td>Allows user to give a permit for a course for which the student is already</td>
</tr>
<tr>
<td></td>
<td></td>
<td>registered. Example: M E 4000 may appear on the schedule twice in a specific term.</td>
</tr>
<tr>
<td>Repeat Hours</td>
<td>RPT HRS</td>
<td>Allows user to give a permit for a course that was previously completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>successfully by the student.</td>
</tr>
<tr>
<td>Repeat Limit</td>
<td>RPT LMT</td>
<td>Allows user to give a permit for a course in which the student has reached</td>
</tr>
<tr>
<td></td>
<td></td>
<td>the repeated limit. Example: Music courses may be repeated for several hours.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Once the student reaches that “max repeat,” this override should be used.</td>
</tr>
<tr>
<td>Time</td>
<td>TIME</td>
<td>Allows user to give a permit for a course that is in a time slot of a course</td>
</tr>
<tr>
<td></td>
<td></td>
<td>in which the student is already registered (allows override of time conflict).</td>
</tr>
<tr>
<td>Capacity</td>
<td>ENROLLMNT</td>
<td>Allows users to give a permit for a course that has a full capacity enrollment (class capacity is full).</td>
</tr>
<tr>
<td>College</td>
<td>COLLEGE</td>
<td>Allows user to give a permit for a course that has a college restriction.</td>
</tr>
<tr>
<td>Campus</td>
<td>CAMPUS</td>
<td>Allows user to give a permit for a course that is not available on the student’s campus.</td>
</tr>
<tr>
<td>Class</td>
<td>CLASS</td>
<td>Allows users to give a permit for a course that has student classification limits.</td>
</tr>
<tr>
<td>Level</td>
<td>LEVEL</td>
<td>Allows users to give a permit for a course that has level (undergrad, grad, etc.) restrictions.</td>
</tr>
<tr>
<td>Program</td>
<td>PROG LMT</td>
<td>Allows users to give a permit for a course that has program restrictions.</td>
</tr>
<tr>
<td>Degree</td>
<td>DEGREE</td>
<td>Allows users to give a permit for a course that has degree restrictions.</td>
</tr>
<tr>
<td>Major</td>
<td>MAJOR</td>
<td>Allows users to give a permit for a course that has major restrictions.</td>
</tr>
<tr>
<td>English</td>
<td>ENGLISH</td>
<td>Allows users to give a permit for a course that has duplicate special on English courses</td>
</tr>
</tbody>
</table>

Note: Additional permit codes may have been added since the publication of these instructions.