Student Registration Permit-Override Form - SFASRPO

You can assign permission to a student prior to registration by using the SFASRPO (Student Registration Permit-Override) form. The permission is associated with the student for a specific CRN. After the permit is in place, the student will be able to register via Web for Student and the staff will be able to register on SFAREGS without generating an error.

Please note: If there are more than one registration restrictions for a course, staff have to enter all the appropriate permits in order for student to register for the course.

For example, if the course needs a department approval and the course is full, staff will have to enter the SP APPROV permit for the department approval AND the CAP OVR permit to allow student in the filled section. Please contact the Office of Academic Assistance (OAA) in your College for information on which appropriate permit codes to use for the various registration restrictions.

1. Term: Enter the appropriate term code.
2. ID: Enter the student's ID
3. Next Block
4. Permit: Enter the Permit code desired or double-click in the Permit field to see a list of the permit codes that can be assigned. Double-click on the code to select the one that you need.
5. CRN: Enter the CRN for the appropriate course. If you need to look up the CRN, click on the Search button next to CRN to search for the CRN.
6. Save the record.