

Prerequisite & Capacity Override Banner Manual

V1.1



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Section A: Introduction

Lesson: Overview

Manual goal

This manual is created to help staff with override access to efficiently and successfully locate a course and complete an override process for a student.

Intended audience

Any staff or faculty member who has been granted (by their college chair or dean) override access in Banner.



Section B: Set Up

Lesson: Overview

◀ Jump to TOC

Your Access

As a general principle of access, the UTPA data (regardless of who collects or maintains it) will be shared among those employees whose work can be done more effectively by knowledge of such information. Although UTPA must protect the security and confidentiality of data, the procedures allowing access to data must not improperly interfere with the efficient conduct on UTPA business.

Access to the Student Information System (SIS) is based on a user's job role and responsibilities. Generally access is inquiry only, with the exception of some self service applications (Web for Students and Web for Faculty and Advisors) which permit some update capabilities defined in a user's college, department, and instructional assignments. For those forms that you do have update access, your username, and in most cases, the date the form was updated, will be recorded when a change is made.



You're Responsibility

By law, certain data is confidential and may not be released without proper authorization. Users must adhere to any applicable federal and state laws, UT System regulations, and UTPA policies and procedures concerning storage, retention, use release and destruction of data.

Generally, student records are protected by the Family Rights and Privacy Act of 1974 (FERPA). Access to these records is restricted to those with an "educational need to know" or those who have the express consent of the student. This protection does not expire when a student leaves the University. In addition, FERPA allows for certain information to be defined as *Directory Information*. This information may be publicly released, unless the student requests nondisclosure through the Office of the Registrar. *Directory Information* is outlined in the current UTPA graduate and undergraduate catalogs. Additionally, UT System Business process memorandum (BPM 66) protects the use of social security numbers.



Section B: Set Up

Lesson: Overview (Continued)

◀ [Jump to TOC](#)

All institutional data, whether maintained in the central database or copied into other data systems (e.g. personal computers) remains the property of UTPA. Access to data is not approved for use outside of user's official UTPA responsibility. Data will be used only for legitimate University business. Information is not to be distributed beyond a users' office without authorization by the appropriate administrator or supervisor. Distribution beyond the University requires permission of the corresponding data custodians(s). Sensitive information which resides on desktop or portable machines should be encrypted or password protected to prevent distribution by unauthorized persons.

Users must also protect all UTPA data from unauthorized use, disclosure, alteration, or destruction. Users are responsible for the security, privacy and management of data within their control. Users are responsible for all transactions occurring under their SIS account. **Users are not to loan or share their account with anyone.** If it is found that a user is loaning or sharing the access codes, or has inappropriately updated or accessed information stored on the Student Information System, the user is subject to disciplinary action including revocation of SIS privileges and/or termination.



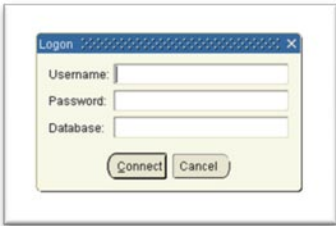
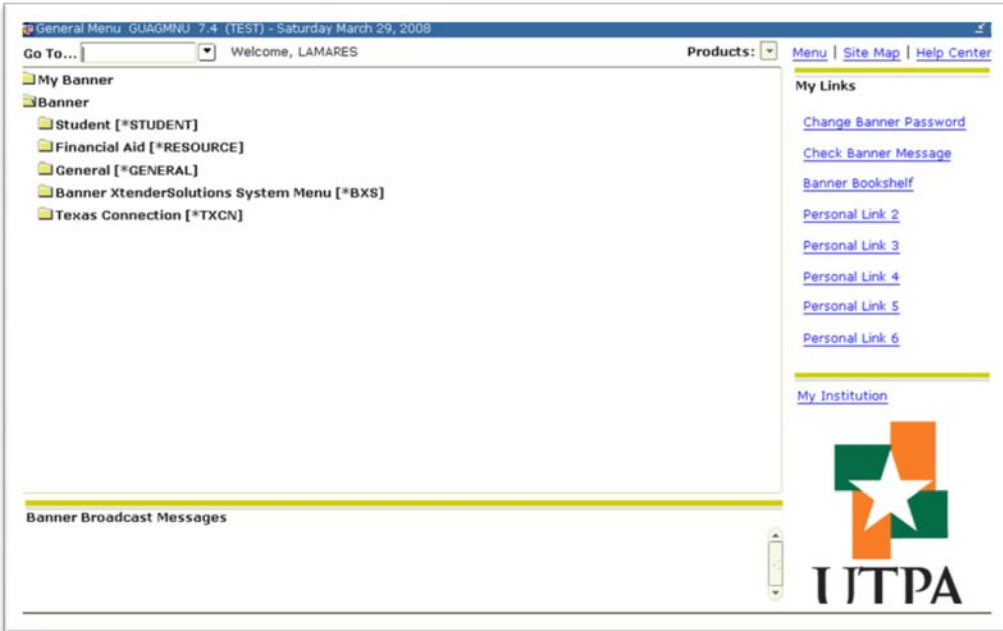
Section B: Banner Forms

Lesson: How to Log in

◀ Jump to TOC

Procedure

Follow these steps to Log into Banner

Step	Action
1	Access the https://mysis.utpa.edu site
2	<p>Enter your UTPA username and password</p>  <p>You will be directed to the General Menu Page.</p> 



Section B: Banner Forms

Lesson: Banner Main Menu

◀ Jump to TOC

Banner Main Menu:

Title Bar

Go to Field

Menu bar

Toolbar

Products Links

Hierarchical Menu

My Links Canvas

Auto Hint/Status Line

The screenshot shows the Oracle Developer Forms Runtime - Web interface. The title bar at the top reads "Oracle Developer Forms Runtime - Web". Below it is a menu bar with options: File, Edit, Options, Block, Item, Record, Query, Tools, Help. A toolbar with various icons is located below the menu bar. The main content area is divided into several sections. On the left, there is a "Go To..." field with a dropdown arrow. Below it is a hierarchical menu structure under "My Banner" and "Banner". The menu items include "Student [*STUDENT]", "Financial Aid [*RESOURCE]", "General [*GENERAL]", "Banner XtenderSolutions System Menu [*BXS]", and "Texas Connection [*TXCN]". On the right, there is a "Products:" dropdown menu. Below it is a "My Links" section with links: "Change Banner Password", "Check Banner Message", "Personal Link 1", "Personal Link 2", "Personal Link 3", "Personal Link 4", "Personal Link 5", "Personal Link 6", and "My Institution". At the bottom, there is a "Banner Broadcast Messages" section and an "Auto Hint/Status Line" with the text "Enter the object name, Press LIST for listing." and "Record: 1/1".

The Main Menu provides an overview of the menus, forms, jobs, and QuickFlows. You use the main menu to navigate through Banner.



Section B: Banner Forms

Lesson: Banner Main Menu (Continued)

◀ Jump to TOC

Part description:

The following chart details the different areas of the main menu.

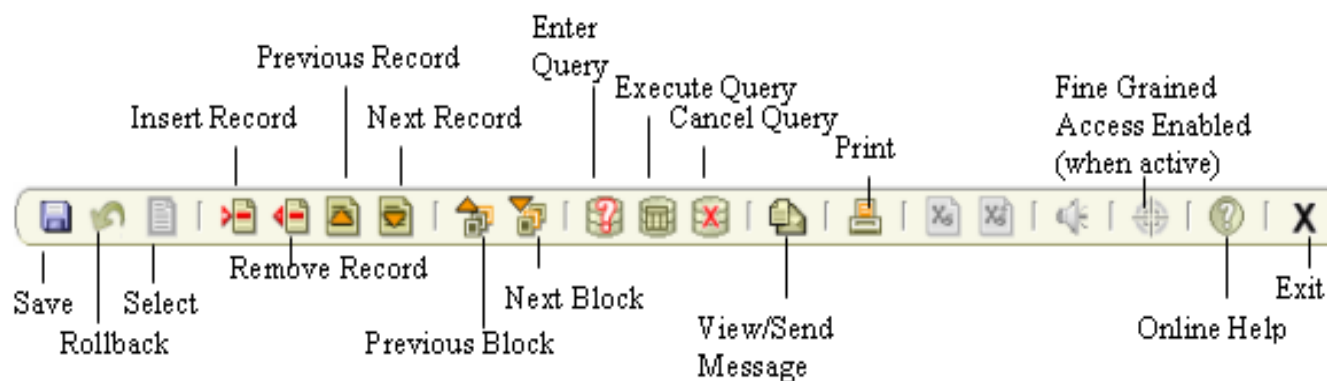
Menu Part	Description
Menu bar	Offers a variety of options for navigating within Banner. However, from the main menu, the options are limited
Toolbar	Set of icons that represent shortcuts for performing common functions from the main menu.
Title bar	May display the form's descriptive name, the 7 character ID name, the software version number and the database name.
Go to Field	Access a form if you know the 7 character code of the form you wish to access.
Products Links	Access contents of various Banner products directly.
Hierarchical menu	Access forms through the main menu hierarchical tree structure.
Auto Hint/Status Line	Describes the field where the cursor is located. Displays error and processing messages. Explains the purpose of the field, what can be done next, or how to access another window or form.
Links Canvas	The Change Banner Password link goes to the Oracle Password Change Form (GUAPSWD), where you can change your password. The Check Banner message link takes you the Banner Message Form (GUAMESG), where you can view your messages. A green check mark appears next to the link when you initially log in and have pending messages, or whenever a new message arrives. The pop-up alert for new messages is no longer displayed. Personal links enable you to create up to 6 links to favorite URLs or often-used Banner objects.



Section B: Banner Forms

Lesson: Toolbar Icons

◀ Jump to TOC



+

Function	Icon	Key Stroke	Function	Icon	Key Stroke
Save		F10	Next Block		Ctrl Pg Dn
Rollback		Shift F7	Enter Query		F7
Select		Shift F3	Execute Query		F8
Insert Record		F6	Cancel Query		Ctrl Q
Remove Record		Shift F6	Print		Shift F8
Previous Record		Up Arrow or Page Up	Online Help		
Next Record		Down Arrow or Page Down	Exit		Ctrl Q Alt F4
Previous Block		Ctrl Pg Up	Search		F9



Section B: Banner Forms

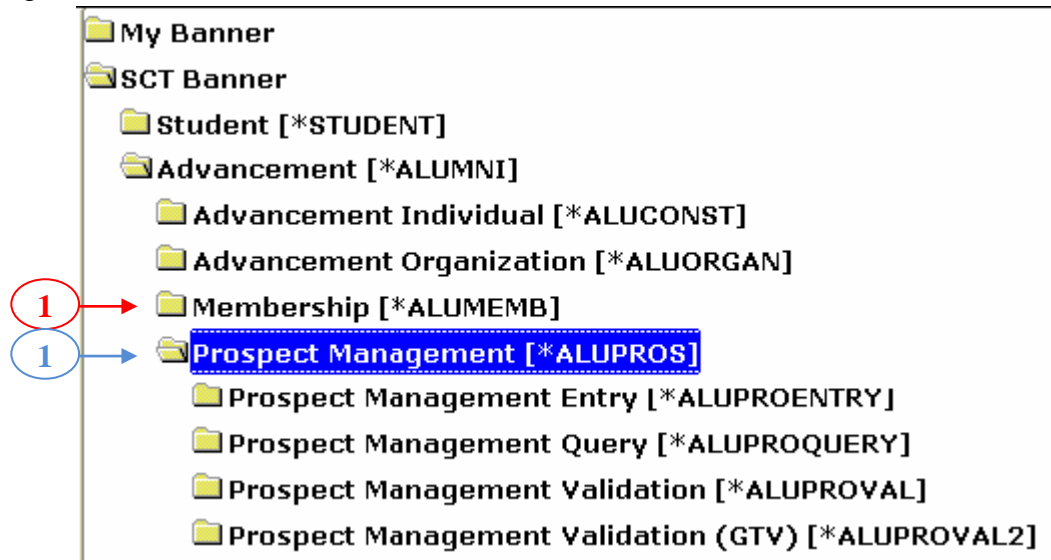
Lesson: Hierarchical Menu

◀ Jump to TOC

Introduction

When accessing Forms from the Main Menu they are displayed as a hierarchy. You can expand and collapse content by clicking on the folders.

Screen image



1	Closed Folder	Select the closed folder to expand and view items contained under it.
2	Open Folder	Select the open folder sign to collapse the menu into the original item.



Section B: Banner Forms

Lesson: Accessing Forms

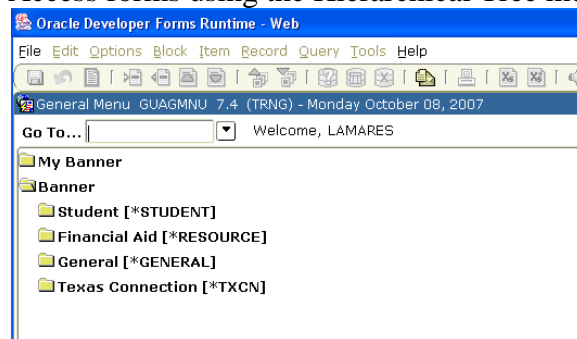
◀ Jump to TOC

The most common ways to access forms are:

1. Hierarchical menu
 2. Go To field
 3. Options Menu
 4. List of forms accessed during current Banner Session stored in the File Menu.
 5. Site map
-

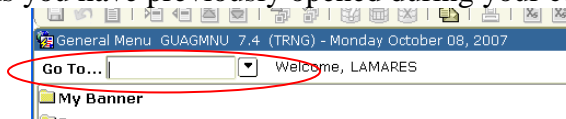
- **Hierarchical menu**

Access forms using the Hierarchical Tree menu on General Menu form:



- **Go To field**

Forms can be accessed via the **Go To** field, if you know the seven-character code you wish to access. You can also use the up and down arrow keys in the **Go To** field to access forms you have previously opened during your current Banner session.





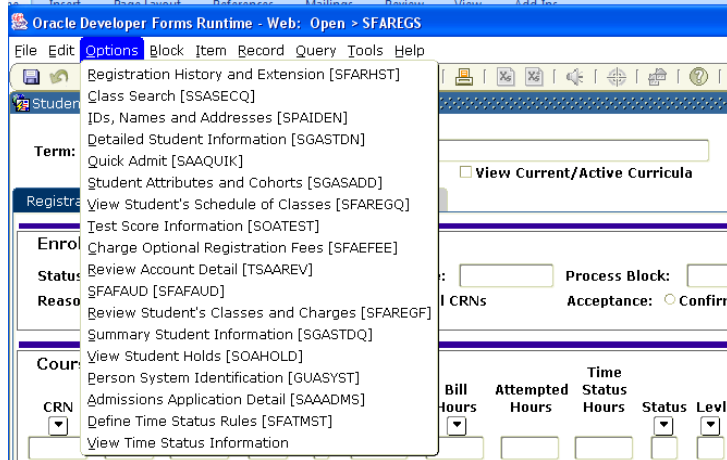
Section B: Banner Forms

Lesson: Accessing Forms (Continued)

◀ Jump to TOC

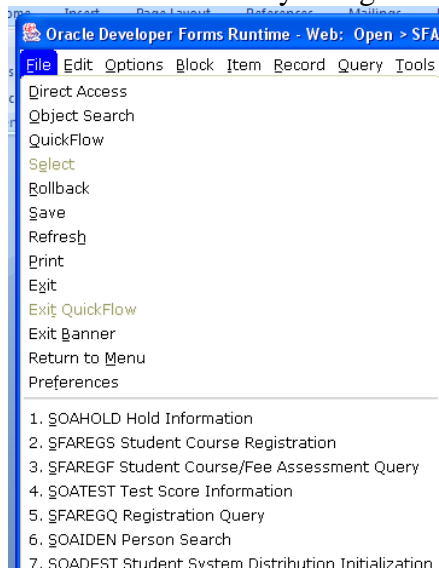
- **Options Menu**

Most Banner forms list related forms which can be accessed using the Options Menu.



- **List of forms accessed during current Banner Session stored in the File Menu.**

Banner retains a list of forms accessed in the **File** Menu. You may quickly access these forms by clicking on the **File** menu and choosing the form from the list. This list is refreshed each time you log out and log back into Banner.





Section B: Banner Forms

Lesson: Accessing Forms (Continued)

◀ Jump to TOC

- **Site Map**

The site map is accessible by selecting the Site Map from the Main Menu. It will list top-level menus and one level below them. No fields are listed, just links to various menus and forms.



Section B: Banner Forms

Lesson: Blocks

[◀ Jump to TOC](#)

All Banner forms are made up of three components: Blocks, Fields, and Records.

Blocks:

A block is a section of a form or window that contains related information. If a form or window contains more than one block, each block (except the key block) may be enclosed in a beveled box.

Types of Blocks

There are two types of blocks; a Key Block and an Information Block.

Part of Form	Description
Key Block	Where you typically start on a form. Most forms have a Key Block. A unique code is entered such as an ID number, term code or document number. Lets Banner know what piece of information you want to retrieve. The rest of the information on the form will refer to the information that you enter on the Key Block.
Information Block	Section that contains related information to what was entered in the Key Block. A line may separate each Information Block on the form.



Section B: Banner Forms

Lesson: Blocks (Continued)

◀ Jump to TOC

Screen Image

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Window Help

General Person Identification SPAIDEN 7.0 (s4b70)

Confidential

ID: 510000001 Allen, Matthew A. Generate ID: [Icon]

Key Block

Current Identification Alternate Identification Address Telephone Biographical E-mail Emergency Contact

Alternate Names or IDs

Name Type	ID	Last Name	First Name	Middle Name	Change Type	Origin	User	Activity Date	Create User	Create Date
Nickname	510000001	Allen	Frank		Name		CNORRIS	29-NOV-2004	CNORRIS	29-NOV-2004
NICK	510000001	Norris	Frank		Name		CNORRIS	04-NOV-2004	CNORRIS	04-NOV-2004
	LN0000028	Allen	Matthew	A.	ID	APAIKEN	SGEISER	28-OCT-2004	SGEISER	28-OCT-2004

Previous Name Type Code; press LIST for values.

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

Information Block

Navigating blocks

To navigate in between blocks or tabs, use the **Next Block** or **Previous Block** functions. There are icons located on the toolbar in a form.

Next Block (or Ctrl-Page Down)



Previous Block (or Ctrl-Page Up)





Section B: Banner Forms

Lesson: Fields

◀ Jump to TOC

Fields

Fields are labeled space with a block. You can Enter, Query, Change and/or Display specific information within a field.

ID:

There is usually more than one field on a form:

Screen Image

File Edit Options Block Item Record Query Tools Window Help

General Person SPAPERS 7.0 (s4b70)

ID:

Biographical

Gender: ☐ Male
☐ Female
☐ Not Available

Citizenship:
Ethnicity:
Marital Status:
Religion:
Legacy:

Birth Date:
Age:
SSN/SIN/TIN:

☐ Confidential
☐ Deceased
Deceased Date:

Veteran File Number: **Field**
Veteran Category:
Active Duty Separation Date:

Last Update
User: **Field**
Activity Date:

Field

Field



Section B: Banner Forms

Lesson: Records

◀ Jump to TOC

Records

A record is a group of fields that make up a logical unit. There may be more than one record in a block.

Example: A person record is made up of several fields: ID, Last name, First name, Middle name, Birth date, Change indicator, Type.

Screen Image

ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator	Type
A00020654	Allen	Bancroft				
A00020655	Allen	Elise		03-MAR-1983		
311115555	Allen	Frank		29-JUN-1977	N	NICK
311116666	Allen	Frank		27-APR-1962	N	NICK
5100000C1	Allen	Frank		11-JUL-1939	N	NICK
A00020656	Allen	Harold		10-OCT-1985		
5100000C3	Allen	Kathleen	Evans	17-JAN-1991		
A00000061	Allen	Marissa	B	07-DEC-1982		
5100000C0	Allen	Mary		10-JUL-1951	N	
444555555	Allen	Matthew	A.	11-JUL-1939	I	

Record Counter

The record counter displays number of records viewed and the number of total records.

Note: A question mark (?) is the status line signifies that there are more records, but you haven't gotten to the last one, so the computer doesn't know how many there are yet.

Record: 8/?



Section B: Banner Forms

Lesson: Records (Continued)

◀ Jump to TOC

Viewing Records

Some forms have a **scroll bar** to view existing records.

The screenshot shows the 'Employee Search Form' window. It contains a table with the following columns: ID, Last Name, First Name, Middle Name, Change Indicator, Type, and Birth Date. The first record is highlighted in blue. A vertical scroll bar is located on the right side of the table, with a red arrow pointing to it from the text 'Some forms have a scroll bar to view existing records.'

ID	Last Name	First Name	Middle Name	Change Indicator	Type	Birth Date
WTE000014	& Adams	Beth		N		09-NOV-1985
WTE000012	&Adams	Nicholas		N		09-NOV-1980
156000007	&Carrington	Julia	M	N		01-JAN-1975
WTE000014	< Adams	Beth		N		09-NOV-1985
TESTAPIHR	API	HR				01-JAN-1970
TESTAPIH1	API	Mar*				08-SEP-1976
012420050	Abercrombie	Sean			FRML	15-MAR-1963
WTE000006	Adams	April				09-NOV-1980
WTE000014	Adams	Beth		N		09-NOV-1985
WTE000014	Adams	Beth				09-NOV-1985
HRCLIENT1	Adams	Cindy			LEGL	09-NOV-1982
WTE000017	Adams	Daniel				09-NOV-1980
WTE000016	Adams	Deb				09-NOV-1980
DRC000004	Adams	Dee				09-NOV-1983
WTE000008	Adams	Emma				09-NOV-1980
SCT000101	Adams	Eugene	Middle			19-OCT-1944
WTE000001	Adams	James		N		09-NOV-1980
WTE000015	Adams	Josh				09-NOV-1985
DRC000101	Adams	Kelly				09-NOV-1982

Navigating records: You can navigate to different records in 3 ways.

1. Use the Next Record or Previous Record functions located on the toolbar in a form.

Next Record



Previous Record



2. Use the record pull-down menu in the menu bar.
3. Use the keys on the keyboard to navigate through records.

Function	Command
Next Record	Down-arrow
Previous Record	Up-Arrow



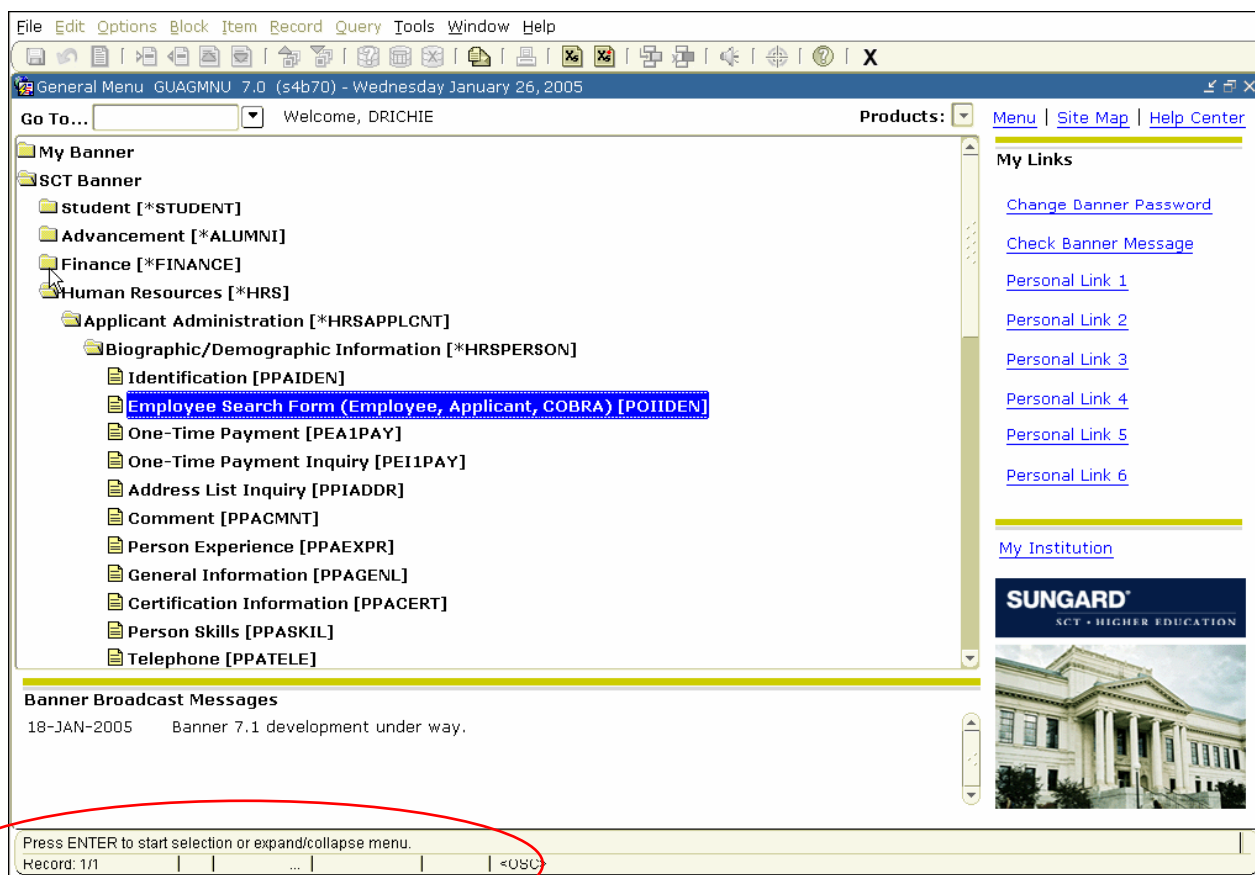
Section B: Banner Forms

Lesson: Auto Hint

◀ Jump to TOC

Introduction

The Auto Hint/Status Line appears at the bottom of the screen. It describes the place where the cursor is located. Error messages, processing messages, and keyboard equivalents appear here.





Section B: Banner Forms

Lesson: Wild Cards

◀ Jump to TOC

Searching for items in a database:

A wildcard is a special character that represents one or more other characters. Use wildcard symbols % and _ in the search criteria.

- % (percent sign) represents any number of characters
- _ (underscore) represents one occurrence of a character

Note: *ma* is used as an example. The wildcard symbols can be used with any combination of latter in any order.

To get these results...	Enter these criteria...
All entries that CONTAIN <i>ma</i>	% <i>ma</i> %
All entries that BEGIN with <i>ma</i>	<i>ma</i> %
All entries that END with <i>ma</i>	% <i>ma</i>
All entries that have <i>m</i> as a second character	_ <i>m</i> %



Section B: Banner Forms

Lesson: Dialog and Alert Boxes

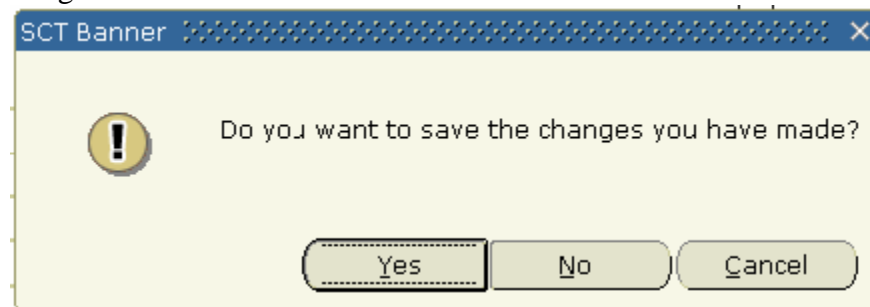
[◀ Jump to TOC](#)

Pop-up boxes are windows that appear on your screen for a specific purpose. All popup boxes require that you take action before continuing on the form.

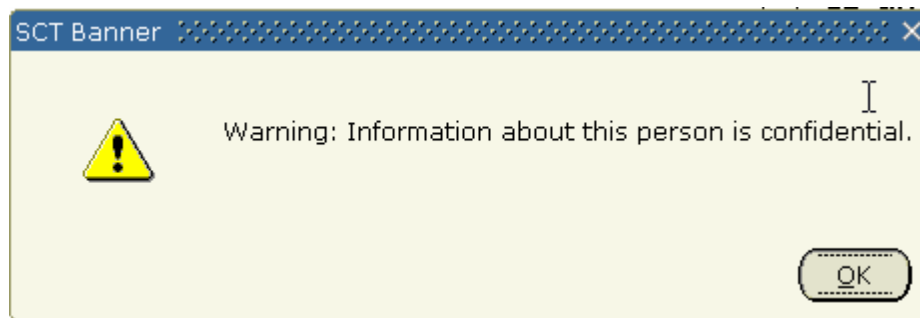
There are two types of Pop-up boxes.

- Dialog Box
- Alert Box

A **dialog box** appears when you must choose from two or more responses. The following is an example of a dialog box.



An **alert box** notifies you of a condition that may impact data. The following is an example of an alert box.





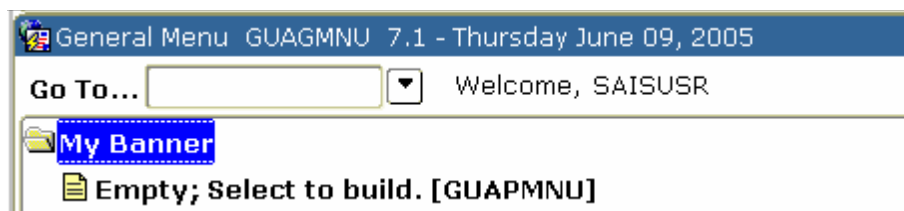
Section B: Banner Forms

Lesson: My Banner

[◀ Jump to TOC](#)

My Banner appears at the top of the Main Menu. It allows quick access to forms, jobs, menus, and QuickFlows that are most important in your daily work.

Screen image



Setting up My Banner

The following forms are used to create, change or copy My Banner

GUAPMNU- Personal Menu Maintenance: Create and change your personal menu.

GUTPMNU-Personal Menu Maintenance Menu and Copy: Copy your personal menu to or from another user.



Section C: Day-to-Day Operations

Lesson: Finding a Student in Banner

Jump to TOC

Purpose: To assist staff members in locating a student in Banner in an efficient and timely manner.

A student record can be obtained with almost any form used in the Office of the Registrar. There are 3 ways to obtain a student record:

1. Enter the Banner ID in the **ID** field and press **Enter** or **Tab** in the form you are working on.

Example A:

Oracle Developer Forms Runtime - Web: Open > SFAREGS

File Edit Options Block Item Record Query Tools Help

Student Course Registration: SFAREGS 7.3.3 (TRNG)

Terms: 200730 ID: A00010225 Mouse, Mickey Date: 27-SEP-2007 Holds: ☐ View Current/Active Curricula ☐ Print Bill ☒ Print Schedule

Registration Student Term Curricula Time Status

Enrollment Information

Status: ☐ Status Date: Process Block: ☐ Maximum Hours:

Example B:

Oracle Developer Forms Runtime - Web: Open > SPAIDEN

File Edit Options Block Item Record Query Tools Help

General Person Identification: SPAIDEN 7.3 (TRNG)

ID: A00010074 Conner, George Generate ID:

Current Identification ☒ Alternate Identification ☐ Address ☐ Telephone ☐ Biographical ☐ E-mail ☐ Emergency Contact ☐

Example C:

Oracle Developer Forms Runtime - Web: Open > SOAHOLD

File Edit Options Block Item Record Query Tools Help

Hold Information: SOAHOLD 7.3 (TRNG)

ID: A00010175 Leonardo DiCaprio

Hold Details

Hold Type: ☐ Amount: Reason: Release Indicator: ☐ From: To: Origination Code:

Note: Remember to insert the appropriate term code if applicable.
Do not use social security numbers in the ID field.

Section C: Day-to-Day Operations

Lesson: Finding a Student in Banner (Continued)

◀ [Jump to TOC](#)

2a.) Use the pull-down menu in the **ID** field to access the Option List box.

Oracle Developer Forms Runtime - Web: Open > SPAPERS

File Edit Options Block Item Record Query Tools Help

General Person - SPAPERS 7.3 (TRNG)

ID:

Gender: ☐ Male
☐ Female
☒ Not Available

Citizenship:

Marital Status:

Religion:

Legacy:

Ethnicity:

New Ethnicity:

☐ Confidential
☐ Deceased

Deceased Date:

Veteran File Number:

Veteran Category:

Active Duty Separation Date:

☐ Special Disabled

Last Update:

User:

Option List

Person Search

Alternate ID Search

Cancel

b. Click on **Person Search** to access the **SOAIDEN** form.

[illegible]



Section C: Day-to-Day Operations

Lesson: Finding a Student in Banner (Continued)

◀ Jump to TOC

- c. Enter all available student information in the **SOAIDEN** fields.
Remember to use % for incomplete names. (See Wild Cards lesson in Section B)

ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator	Type
	Smith	D%				

- d. Perform an **Execute** function.
The SOAIDEN form will populate most fields:

ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator	Type
210009615	Smith	Debbie		03-MAR-1977		
A00010249	Smith	Donald				
711000026	Smith	Duane		30-JUN-1953		

- e. Place cursor on student ID and pick the student using the **Select** icon.



Section C: Day-to-Day Operations

Lesson: Finding a Student in Banner (Continued)

◀ Jump to TOC

f. Student Banner ID and name will appear on form.

Oracle Developer Forms Runtime - Web: Open > SPAPERS

File Edit Options Block Item Record Query Tools Help

General Person SPAPERS 7.3 (TRNG)

ID: 210009619 Smith, Debbie

Biographical

Gender: ☐ Male ☐ Female ☒ Not Available

Birth Date:

Age:

SSN/SIN/TIN:

Citizenship:

Marital Status:

Religion:

Legacy:

Ethnicity:

New Ethnicity:

Confirmed Date:

☐ Confidential

☐ Deceased

Deceased Date:

Veteran File Number:

Veteran Category:

Active Duty Separation Date:

☐ Special Disabled Veteran

Last Update

User:

Activity Date:

Race

User

Activity Date



Section C: Day-to-Day Operations

Lesson: Finding a Student in Banner (Continued)

◀ Jump to TOC

- 3.a. Enter a name in the **Name** field on a form and Tab. You can use the wildcard (%) options

Result: ID and Name Extended Search box will appear

- b. Enter fields available to reduce search.

Note:

- Enter SSN numbers with no hyphens: 111223333
- Enter birth dates in following format:
Day-month-Year for example: **01-JAN-1980**

C Select the **Person Search Detail** Icon.



Section C: Day-to-Day Operations

Lesson: Finding a Student in Banner (Continued)

◀ Jump to TOC

- d. The Person Search (SOAIDEN).

Person Search: SOAIDEN 7.0 (TEST)

Performing Query On Name: T% ROMO

ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator	Type
10119728	Romo	Teresa		20-DEC-1959		
A00010194	Romo	Tony		10-JAN-1970		

- e. Select the student desired using the Select icon.



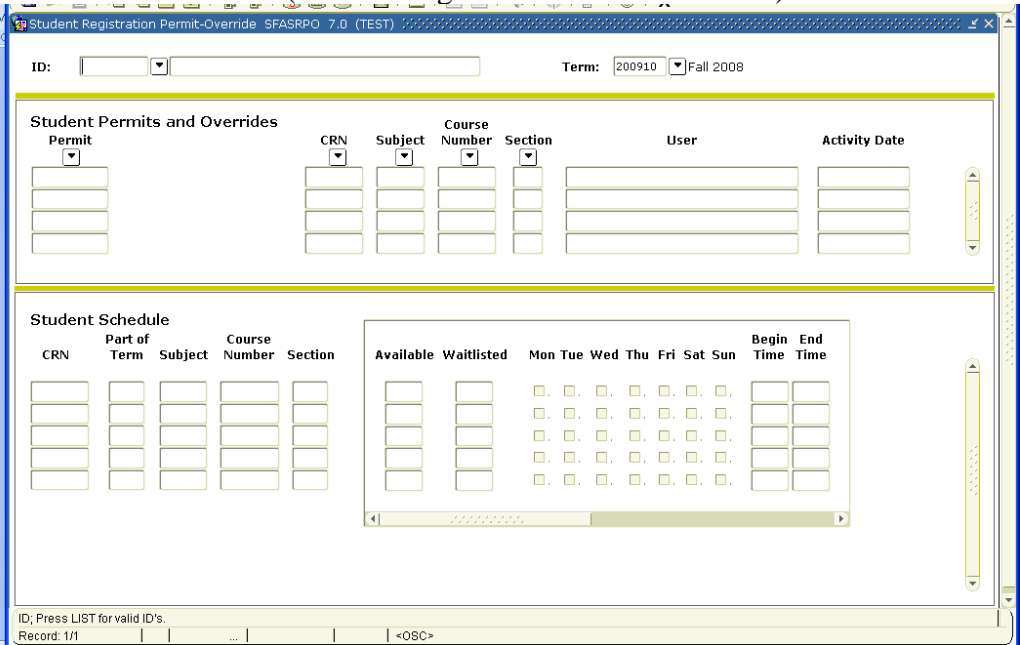

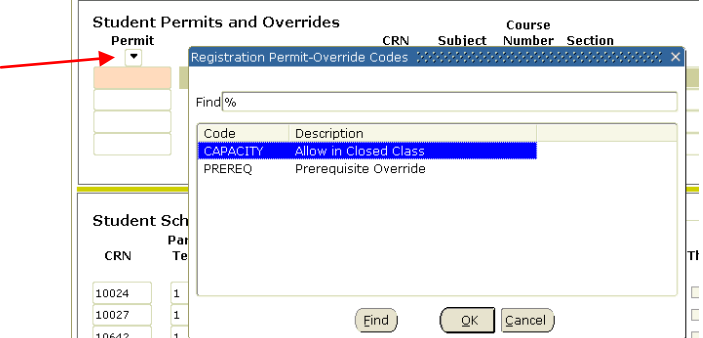
Section C: Day-to-Day Operations

Lesson: Overriding a Prerequisite and/or Capacity

◀ Jump to TOC

Procedure

Follow these steps to override a prerequisite for a student

Step	Action
1	<p>Access the SFASRPO (Student Registration Permit-Override) form</p> 
2	Enter the Student ID in the ID field and Tab
3	Enter current term in Term field
4	<p>Perform a Next Block function</p> 
5	<p>Choose which type of Permit the student needs from the Registration Permit Codes box and click on OK</p> 

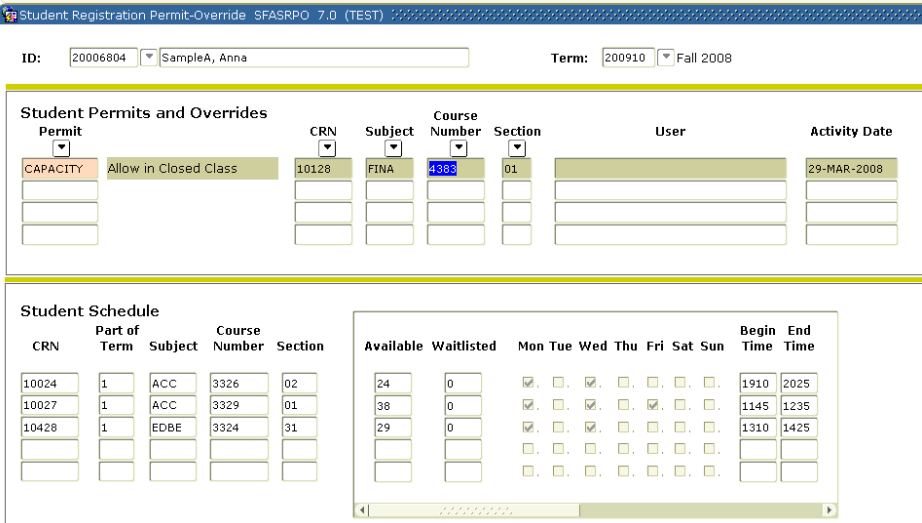
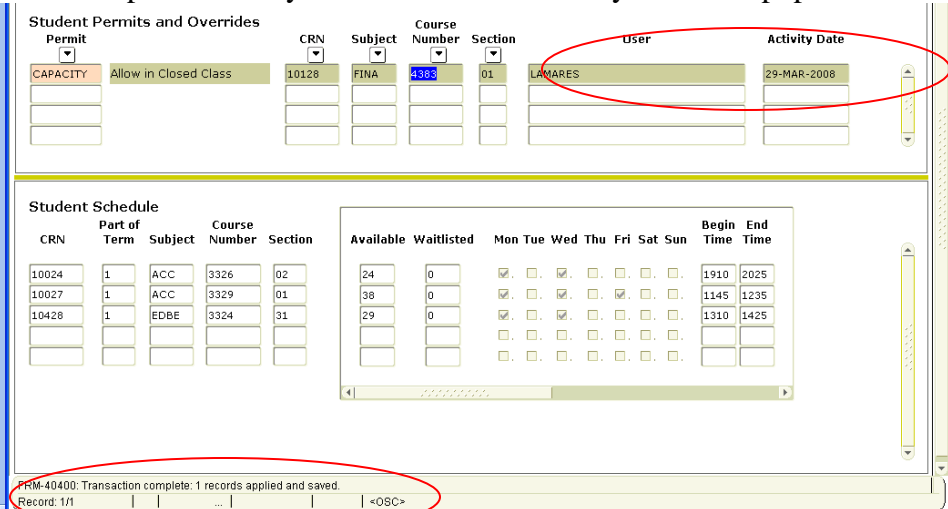


Section C: Day-to-Day Operations

Lesson: Overriding a Prerequisite and/or Capacity (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
7	<p>Enter the CRN in the CRN field The Subject, Course Number, & Section fields will populate with CRN information</p>  <p>(See next lesson for locating a class without a CRN).</p>
8	<p>Click the Save Icon Look for 'Transaction Complete' message on Auto Hint Line and notice the User filed has been updated with your Username & Activity Date will populate with current date.</p> 



Section C: Day-to-Day Operations

Lesson: Overriding a Prerequisite and/or Capacity (Continued)

◀ Jump to TOC

Note:

To enter a prerequisite override for a **Subject and Course**, enter the information on the Subject and Course fields and save.

This will allow a student to enter into any section of the subject and course number you have selected.

Student Registration Permit-Override SFASRPO 7.0 (TEST)

ID: 20006804 SampleA, Anna Term: 200910 Fall 2008

Permit		CRN	Subject	Course Number	Section	User	Activity Date
PREREQ	Prerequisite Override		ACC	2301		LAMARES	01-APR-2008




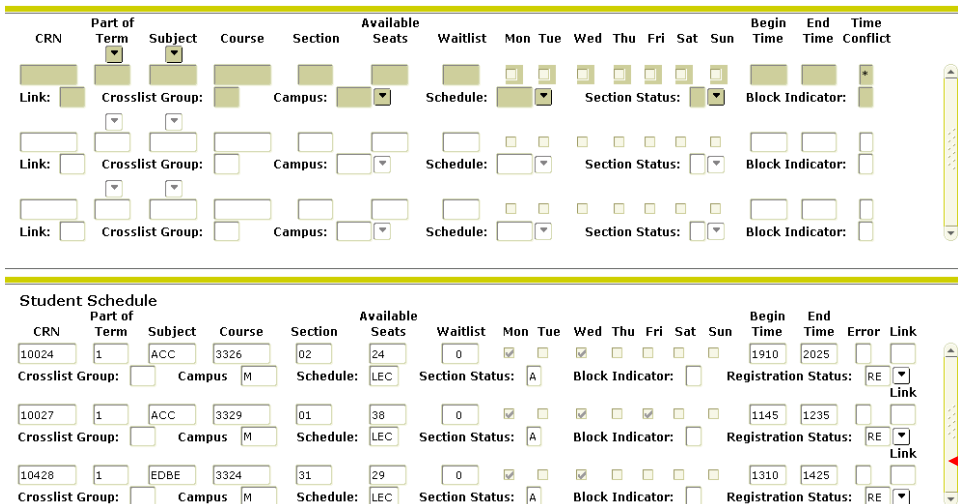
Section C: Day-to-Day Operations

Lesson: Locating a Course Without a CRN

◀ Jump to TOC

Procedure

Follow these steps to finding a course without a CRN

Step	Action
1	Access the Access the SFASRPO (Student Registration Permit-Override) form
2	Enter the Student ID in the ID field and Tab
3	Enter the current term in the Term field
4	Perform a Next Block function
5	Choose which type of Permit the student needs from the Registration Permit Codes box and click on OK
6	<p>To locate the course, click on the down arrow of the CRN option and choose SFQSECM.</p>  <p>The SFQSECM page will appear:</p>  <p>Notice the Student's current schedule is displayed below</p>

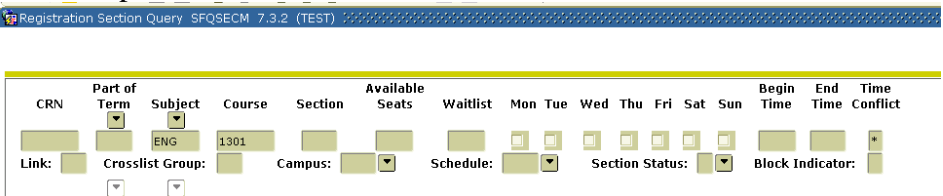

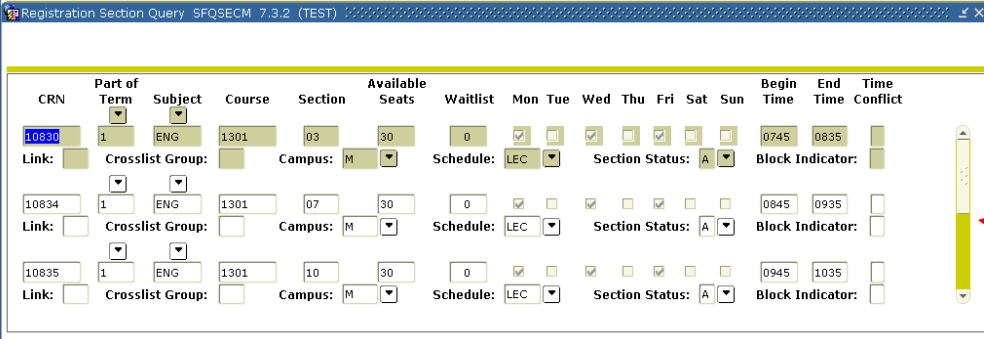
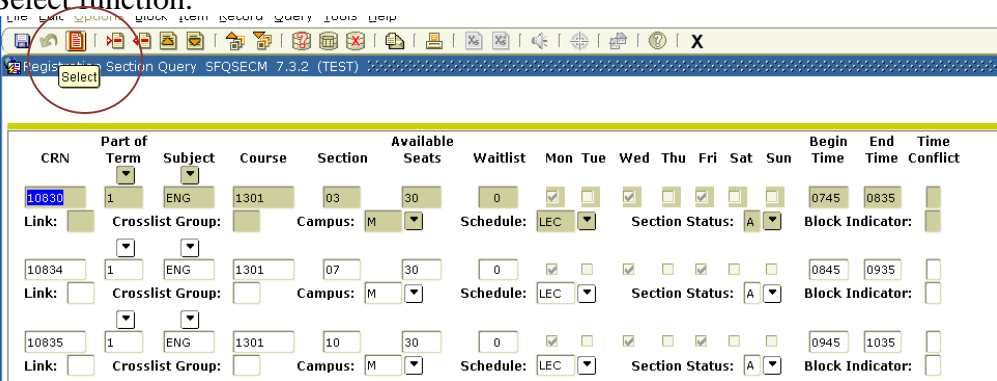


Section C: Day-to-Day Operations

Lesson: Locating a Course Without a CRN (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
7	<p>Enter a course Subject and/or Course and/or Section For Example:</p> 
8	<p>Perform an Execute function. </p> <p>All courses that fall within the criteria you have selected (if offered) will appear:</p>  <p>Use scroll bar to view all courses</p>
9	<p>To select the course, make sure your cursor has highlighted the CRN and perform a Select function.</p> 



Section C: Day-to-Day Operations

Lesson: Locating a Course Without a CRN (Continued)

◀ Jump to TOC

Procedure, continued

Step

9a

Action

The CRN will appear on the SFASRPO form:

ID:

20006804

SampleA, Anna

Term:

200910

Fall 2008

Student Permits and Overrides

Permit		CRN	Subject	Course Number	Section	User	Activity Date
PREREQ	Prerequisite Override	10830	ENG	1301	03		29-MAR-2008

Student Schedule

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
10024	1	ACC	3326	02	24	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1910	2025
10027	1	ACC	3329	01	38	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1145	1235
10428	1	EDBE	3324	31	29	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1310	1425
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

10

Click the Save Icon

Look for ‘Transaction Complete’ message on Auto Hint Line and notice the User filed has been updated with your Username.

Student Registration Permit-Override SFASRPO 7.0 (TEST)

ID:

20006804

SampleA, Anna

Term:

200910

Fall 2008

Student Permits and Overrides

Permit		CRN	Subject	Course Number	Section	User	Activity Date
PREREQ	Prerequisite Override	10830	ENG	1301	03	LAMARES	29-MAR-2008

Student Schedule

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
10024	1	ACC	3326	02	24	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1910	2025
10027	1	ACC	3329	01	38	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1145	1235
10428	1	EDBE	3324	31	29	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1310	1425
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

FRM-40400: Transaction complete: 2 records applied and saved.
Record: 1/1



Section C: Day-to-Day Operations

Lesson: Removing an Permit Override

◀ Jump to TOC

Procedure

Follow these steps to remove a permit override

Step	Action
1	Access the SFASRPO (Student Registration Permit-Override) form
2	Enter Student ID and term in ID and Term fields
3	Perform a Next Block function
4	Choose the Permit you'd like to remove
5	From the Record Menu, choose Remove <div data-bbox="389 793 1317 1358" data-label="Form"> <p>The screenshot shows the SFASRPO form with the 'Record' menu open. The 'Remove' option is selected. The form includes fields for ID, Term, and a table for 'Student Permits and C' with columns for CRN, Subject, Course Number, Section, User, and Activity Date. Below this is a 'Student Schedule' section with a table showing available seats, waitlisted status, and a weekly schedule grid.</p> </div>
	The Permit Code will be removed
6	Click the Save Icon
7	The Transaction Complete message will appear on the Auto Hint line.

***This will not remove a student from a course if they have already registered.**



Section D: Contact Information

Lesson: Helpful Contacts

[◀ Jump to TOC](#)

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Release Date

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VI.0

This manual was last updated on 03/29/2008