



Special Approval (SP) and Other Registration Overrides

BANNER Forms Used

SWASECT:	Class Scheduling
SSATEXT:	Class Section Comment
SFASRPO:	Student Registration Permit-Override

Course Restriction Overrides

This manual provides guidance to departments on managing registration overrides for restricted class sections.

- **SWASECT** is used to schedule course sections and has the option to restrict registration by applying a 'Special Approval' (SP) code, which limits enrollment to students who receive an override from the department.
- **SSATEXT** allows departments to add custom text, such as contact information, that displays under the class course description in ASSIST, helping students identify the appropriate contact for special approval.
- **SFASRPO** is for departments to process SP overrides and other registration overrides, such as prerequisites, program requirements, and more, allowing approved students to enroll in restricted class sections.

SSASECT/SWASECT

Departments may restrict registration for a class section by adding the "SP" (Special Approval) code when scheduling classes in SWASECT:

The screenshot shows the SWASECT 9.3.27 (PROD) interface. At the top, there's a header bar with navigation icons and a 'Start Over' button. Below the header, the current session information is displayed: Term: 202230, CRN: 64719, Subject: ACCT, Course: 2301, Title: Intro to Financial Acc. The main content area is divided into three tabs: 'Course Section Information', 'Section Enrollment Information', and 'Meeting Times and Instructor'. The 'Course Section Information' tab is active, showing a form with fields for Subject (ACCT), Course Number (2301), Title (Intro to Financial Acc), and Section * (01R). To the right of these fields, there are dropdown menus for Campus * (ED - Edinburg), Status * (A - Active), Schedule Type (LEC - Lecture), and Instructional Method (HYBRD - Hybrid/Reduced Seating Course). A 'Special Approval' field is highlighted with a red box and contains the code 'SP'.

If departments no longer have access to SWASECT, the request may be submitted via a Class Schedule Change Request (CSCR) through the [CSCR portal](#).

Note: When restricting a class section with the 'SP' code, please add (or request to add) a comment in **SSATEXT** with departmental contact information for students who wish to register in the class.

SFASRPO

The department designee may process registration overrides in SFASRPO:

- Enter the student ID number, and term, then click 'Go.'
- Type "SP" or search for the override permission code by clicking the drop-down menu under the *Permit* column. *Note:* Select 'Insert' if additional lines are needed.

ellucian Student Registration Permit-Override SFASRPO 9.3.27 (PROD)

ID: X00000001 Test System, User M. Term: 202230 Summer I 2022

Start Over

STUDENT PERMITS AND OVERRIDES

Permit *	Permit Description	CRN	Subject	Course Number	Section
SP					

Record 1 of 1

STUDENT SCHEDULE

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Error	Lin

- Under the *CRN* column, enter the CRN number of the class section the student is allowed to register in – the subject, course number, and class section will auto-populate. *Note:* By entering a CRN number, the student is restricted to registering only to the specified class section.

ellucian Student Registration Permit-Override SFASRPO 9.3.27 (PROD)

ID: X00000001 Test System, User M. Term: 202310 Fall 2022

Start Over

STUDENT PERMITS AND OVERRIDES

Permit *	Permit Description	CRN	Subject	Course Number	Section
SP	Special Approval	21266	ACCT	4345	01

Record 1 of 1

- If the student is allowed to register in *ANY* section of a course, instead of entering a CRN number, leave the CRN field blank, and enter the *Subject* and *Course Number*. By not entering a CRN number, you do not restrict the student to a specific class section, therefore, the student can register in *any* scheduled section of the specified course.

ellucian Student Registration Permit-Override SFASRPO 9.3.27 (PROD)

ID: X00000001 Test System, User M. Term: 202310 Fall 2022

Start Over

STUDENT PERMITS AND OVERRIDES

Permit *	Permit Description	CRN	Subject	Course Number	Section
SP	Special Approval		EDUC	3304	

Record 1 of 1

- Click the Save button located at the bottom right corner of the form.
- The student may now self-register through ASSIST (assuming there are no other course/class restrictions).

Guide to Registration Permit Codes & Impacts

Permit Code	Permit Code Description	Restriction Type	What it Allows	Error Message to Student
CAPACITY (This override is only available after waitlists have closed and been cleared)	Allow in Closed Class (This override becomes available after 5pm on the Friday before classes begin for Fall/Spr/SSI, and on the Wednesday before SSII classes begin)	Class is full and there are no seats available	Permits registration when class is full. (This override is not available while waitlists are active as it disrupts the waitlist process by taking the seat that would otherwise go to a student on the waitlist pending to register in the class)	"This class is full. Waitlist is available." / "This class is full – No waitlist is available."
CLASS	Classification Override	Course is restricted to include or exclude a particular classification (e.g., SR, JR, SO, FR, PB)	Permits student who does not meet the classification restriction to register for the class section	"Your student classification does not allow you to register for this course."
CO-REQ	Co-requisite Override	Course has co-requisite(s)	Permits registration when student has taken the co-requisite course or is allowed to take it in the future	"Corequisite required."
COHORT	Cohort Override	Course is restricted to include or exclude students in a particular cohort	Permits student who is not tagged with the cohort code to register in the class	"Cohort restriction."
DUPLICATE	Allow in repeatable Special Topic class	Course prohibits registration to another section of the same Subject and Course Number	Permits student to register for the class section while already registered for another section of the same course	"Duplicate Course – You are enrolled in the same course."
LEVEL	Level Override	Course restricted to include or exclude a particular level (e.g., UG, MA, DR)	Permits student who does not meet the level restriction to register for the class section	"You are not allowed to register in 5000-7000 graduate level courses."
MAJOR	Field of Study Override	Course restricted to include or exclude students in a particular major field of study	Permits student who does not meet the major restriction to register for the class section	"Your declared major does not allow you to register for this course."
PREREQ	Prerequisite Override	Course restricted to students who have met prerequisite requirements	Permits student who has not met the pre-requisite(s) restriction to register for the class section	"This course has a prerequisite requirement that you have not met. Please read the course description in the schedule."
PROGRAM	Program Override	Course restricted to students in a particular curriculum program	Permits student who does not meet the program restriction to register for the class section	"Your declared program does not allow you to register for this course."
SP	Special Approval	Class section restricted upon request by department and requires approval for each student to register	Permits student to register for the restricted class section	"Special Approval."
TIMECON	Time Conflict Override	Registration is restricted when class meeting times overlap with another class the student is registered in	Permits student to register in class that conflicts with meeting times of another class	"Time conflict with CRN."