



# Special Approval (SP) and Other Registration Overrides

## BANNER Forms Used

- SSASECT/SWASECT:** Class Schedule
- SSATEXT:** Class Section Comment
- SFASRPO:** Student Registration Permit-Override

## Course Restriction Overrides

The purpose of this manual is to guide departments on the use of student overrides associated with course and class section restrictions.

The **SSASECT/SWASECT** form is used to control registration for a course at class section level by tagging it with the ‘Special Approval’ (SP) code – which means students may only register by obtaining special approval.

The **SSATEXT** form is used to enter department contact information for students to view under the class section course description so that they know whom to contact to obtain special approval.

The **SFASRPO** form is used to process the override to allow a particular student to register in the restricted class section.

## 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 interface for scheduling a class section. The top navigation bar includes 'ellucian', 'Schedule SWASECT 9.3.27 (PROD)', and utility icons for ADD, RETRIEVE, RELATED, TOOLS, and a notification bell. Below the navigation bar, the current session details are displayed: Term: 202230, CRN: 64719, Subject: ACCT, Course: 2301, Title: Intro to Financial Acc, and a 'Start Over' button. 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 the following fields: Subject (ACCT), Course Number (2301), Title (Intro to Financial Acc), Section (01R), Campus (ED - Edinburg), Status (A - Active), Schedule Type (LEC - Lecture), and Instructional Method (HYBRD - Hybrid/Reduced Seating Course). A 'Special Approval' dropdown menu is visible, with 'SP' selected and highlighted by a red box.

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.

The screenshot shows the SFASRPO interface for a student registration permit override. The header includes the user 'ellucian' and the system 'Student Registration Permit-Override SFASRPO 9.3.27 (PROD)'. The user ID is X00000001, and the term is 202230 (Summer I 2022). The 'STUDENT PERMITS AND OVERRIDES' table has one row with 'SP' in the 'Permit \*' column. A red arrow points to the dropdown menu icon (three dots) next to 'SP'. The 'Insert' button in the toolbar is circled in red.

Permit *	Permit Description	CRN	Subject	Course Number	Section
SP					

- 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.

The screenshot shows the SFASRPO interface with the 'STUDENT PERMITS AND OVERRIDES' table. The user ID is X00000001, and the term is 202310 (Fall 2022). The table has one row with 'SP' in the 'Permit \*' column, 'Special Approval' in the 'Permit Description' column, '21266' in the 'CRN' column, 'ACCT' in the 'Subject' column, '4345' in the 'Course Number' column, and '01' in the 'Section' column.

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

- 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.

The screenshot shows the SFASRPO interface with the 'STUDENT PERMITS AND OVERRIDES' table. The user ID is X00000001, and the term is 202310 (Fall 2022). The table has one row with 'SP' in the 'Permit \*' column, 'Special Approval' in the 'Permit Description' column, the 'CRN' field is blank, 'EDUC' in the 'Subject' column, and '3304' in the 'Course Number' column.

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

- Click the Save button at the bottom 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	Allow in Closed Class	Class is full and there are no seats available, but a waitlist may be available	Permits registration when class is full. <b>*Should not be used if class has a waitlist option as it may take the slot of a student on the waitlist pending to add the class*</b>	"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."