

Ithaca College, Office of the Registrar Documentation for HomerAdmin: SFASRPO – Student Permits and Overrides

SFASRPO - Student Permits and Overrides

Fall 2010

- 1) Go to the form SFASRPO
- 2) In the Key Block, enter the student's ID number or use the search capability to look up a student by name.
- 3) Enter the term that you wish to override a course in and click Next Block
- 4) Click the Arrow under Permit to select the type of override you wish to grant to the student.
 - a. INSTRUCT: Overrides if Instructor or Dean Approval has been entered on a section of a course.
 - b. PREREQ: Overrides the need for a prerequisite course
 - c. COREQ: Overrides the need for a co-requisite course
 - d. CAPACITY: Overrides a registration into a course that is at capacity, but does not exceed the maximum capacity (fire code) for the room it is in.
 - e. RESTR: Overrides a course that has a registration restriction such as sophomore standing, majors only, etc.
 - f. TIME: Will allow a student to register for courses that overlap in time blocks.
 - g. PRQCAP: Overrides both a prerequisite and a capacity for a course.
- 5) Tab to the CRN box. You can search all the CRNS by clicking on the arrow, or if you know the CRN, you can type it in. If you know the subject, course number and section, you can just type them in.
- 6) You can enter an override at the course level (all sections offered for a term), or for an individual section.
 - a. If you are overriding the student into a Linked course, you must override the student into both sections of the linked course (two sections, the main lecture section and the lab/discussion/drill section as well)
- 7) Click Save. The student may now go to a computer and register for the section of the course you granted the override for.

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Oracle Developer Forms Runtime - Web: Open > SFASRPO

File Edit Options Block Item Record Query Tools Help

Student Registration Permit-Override SFASRPO 7.0 (SISQA)

ID: 700287295 VanDusen, Vincent H. Term: 200720 Fall 2006

Student Permits and Overrides

Permit		CRN	Subject	Course Number	Section	User	Activity Date
INSTR	Permission of Instructor	20064	POLT	10100	01	WWW_USER	05-MAR-2006

Student Schedule

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
20064	1	POLT	10100	01	24	0		<input checked="" type="checkbox"/>						0800	0850
20064	1	POLT	10100	01	24	0	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			1000	1050
20074	1	HIST	10100	02	28	0		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				1050	1205

Registration permit-override code; press LIST for valid codes

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

- 8) You can enter in another override by clicking Insert or using the down arrow to move to the next row.
- 9) The bottom piece of the screen is the current schedule of the student so you can see what they are currently registered for.
- 10) To enter the next override for another student, click Roll Back or hit F8 and return to Step 1.

IMPORTANT NOTES:

- Be sure to inform the student that he/she may now go register for the course so long as it is within the limits of their access time and before the end of add/drop period. The ability for a student to use this override expires with the end of the add/drop period.
- In addition, if you are granting a prerequisite override and before the student registers, the course fills to capacity, the student will not be able to register, but will need an additional override.

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- In a CAPACITY override situation - the student should not search for the class on the add/drop screen of Homer Connect. They simply should enter the CRN of the course at the bottom of the add/drop screen instead, click “register”.