The SFASRPO Banner form is used to grant the appropriate approval(s) to students seeking registration for restricted courses. It is used by departmental representatives who have obtained approved access to this form. The approval codes are created and maintained by the Registration Office. Students will contact the departmental office regarding approval. The add/override approval process is explained on the Add/Override approval form available on the Office of the Registrar website (https://wayne.edu/registrar/pdfs/add_201901_update.pdf).

If granted, the code will be placed on the form and the student can then web register for the course through the first week of classes, or forward the auto-generated email notification to registration@wayne.edu for manual processing. The form is shown below:

Listed below are the codes to provide approvals or overrides:

- **AUDIT**: Audit of class approved
- **CLASS**: Class (rank) restriction override
- **CLOSE**: Closed/maximum enrolled
- **MAJOR**: Major restriction override
- **PASS**: Pass/NoPass grading approval
- **PRE REQ**: Pre-requisite requirements met
- **PROGRAM**: Program restriction override
- **REPEAT**: Repeat course override
- **DUPL**: Duplicate courses allowed
- **LATE**: Late add-after deadline/permission granted
- **CO REQ**: Co-requisite requirement met
- **COLL**: College restriction override
- **DEGREE**: Degree program override
- **DEPT**: Department permission granted
- **TIME**: Time conflict override

**LEVEL**: The LEVEL override allows qualified undergraduate students to take the occasional masters level course and have the credits applied to their undergraduate degree. Requests for undergraduate registration in a graduate course should be sent to registration@wayne.edu.
AUDIT, LATE & PASS Codes:
AUDIT, LATE, and PASS are for internal use only. Registration staff will have to manually register the student. The code is entered by the department to notify Registration staff that approval is given. The student should then email or forward the auto-generated notification email to registration@wayne.edu to complete the process. The SFASRPO screen will be viewed for authorization to: audit, add after the deadline, and/or take a class for pass/no-pass.

DEPT Code:
To determine if a class has been designated as departmental approval needed (DEPT), the form SSASECT can be viewed. Type the TERM and CRN (5-digit Course Reference Number), press enter and the form appears. On the right side, the Special Approval field will show a DP if the course has been set up as needing departmental approval. In this case, the DEPT code would be used in the Permit box on the SFASRPO form to grant approval.

TIME Code:
To determine if the course has a time conflict you would need to check the information in the Class Schedule (registration.wayne.edu) or by viewing the scheduled meeting pattern on SSASECT. Once you have accessed the class, you can click on the Meeting Times and Instructor tab to view the times and days the class meets.

CLOSE Code:
To determine if the CLOSE permit code is appropriate you can see if a course has reached its enrollment limit and is now closed by selecting Section Enrollment Information tab on SSASECT.

COLLEGE, MAJOR, CLASS, DEGREE, PROGRAM Codes: To determine if the course has other restriction(s) [COLLEGE, MAJOR, CLASS, DEGREE, PROGRAM] you need to view the form SSARRES. You can move through the restrictions using either the next section or previous section arrows at the bottom left, or by clicking on the tabs (it will be necessary to perform the next section function several times or click on each tab to view all).
In the example below, ACC 5100 is restricted to students in the School of Business:

**CO REQ & PRE REQ Codes:**
To determine if the course has a Co-Requsite or Pre-Requisite you would need to check course associated with that course in the Class Schedule (registration.wayne.edu), or in its course description in the Bulletin (bulletins.wayne.edu). In addition to this information, the course description will also list information about material fees.

**REPEAT Code:**
In the Fall term 2006 the University instituted a new policy that requires a student to obtain the approval of their advisor if they will be repeating a course for the third time.
SFASRPO Screen Usage Procedures:
To use this screen, log into Academica > Employee Resources > Administrative Systems > Banner > Banner 9 – Login (authentication required). Once the Banner 9 Welcome page appears, type SFASRPO.

Overrides are term specific. You can click on the ellipses (…) to search for a student, if you do not know their AccessID or WSU ID. Type the term in YYYYMM format. The MM codes are 01 for winter term, 06 for spring/summer term and 09 for fall term. Click “GO” to proceed to the form:
1. The first line in the Student Permits and Overrides section will be highlighted. To enter a new line, either click on “Insert” or use your keyboard arrow to move down to a blank line.

2. If you are unsure of what the specific wording of the code to apply is, you can look this information up by placing your cursor in the PERMIT box on the SFASRPO form and click on the three dots. A list will appear providing the codes available for use. If you highlight the one that you want to use and select the OK box, when you press the Enter key it will carry this code back to the SFASRPO form.

3. The cursor will advance to the CRN box.

4. Type the CRN or if you are approving the student to go into a specific course or tab to the Subject and Course boxes (i.e. ECE 4600) and enter the appropriate information to approve access to any of the selected courses being offered.

5. Select the SAVE icon or press F10 to save the information.

Notes:
- Error messages are listed at the bottom of the form. This area should be checked; especially if you are not getting the result you desire.
- After entering the registration information, ALL changes must be saved and errors corrected before the user may exit the form.
Registering for classes with overrides
When the override is saved, the student will receive an auto-generated email notification sent to their WSU AccessID. Through the first week of classes, students may register themselves via the Registration Portal (registration.wayne.edu) (with the exception of AUDIT, LATE, and PASS overrides).

During the second week of classes, students must also have the LA (late) override in order to register.

Starting with the third week, all registration must be processed manually by contacting the Registration staff at registration@wayne.edu.

If you have any questions about these procedures, please e-mail us at registration@wayne.edu.