METROPOLITAN STATE UNIVERSITY OF DENVER

Office of the Registrar
Student Success Building, Suite 160 (#3)
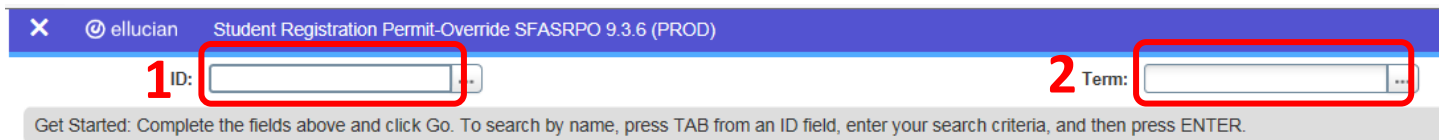www.msudenver.edu/registrar

Banner Registration Permissions

This user guide is designed to help administrative staff and faculty provide registration approval to individual students using the Banner form SFASRPO. If you have questions that are not addressed in this guide, please call the Office of the Registrar at 303-556-3991.

Basic Information:
- Students must carry the responsibility of registering themselves whenever possible.
- If a student encounters a registration error and you determine he/she is fit to take your class, you can allow this student to register by providing approval in SFASRPO.
- When using SFASRPO, you are putting all registration responsibilities back in the student's hands. This eliminates the need to collect and store the student's signature.
- SFAREGS should only be used as a last resort to register the student on their behalf.
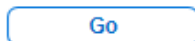- All registration adjustments need to be completed before census date.

Using SFASRPO:

Using SFASRPO, you can provide a student permission to register for a class while still leaving the act of registration in their hands.
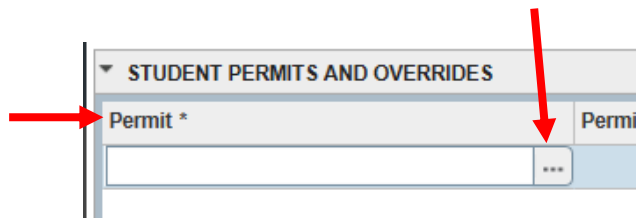

1. Enter the student's **ID** number.
2. Select the **Term** the student will have permission.
3. Click **Go**.
4. Under **Permit** column, click the [...] *Lookup* buttons. Select the *Lookup* button to the right of the field to open the *Lookup* window.

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5. Choose from the following list of permissions when students encounter registration blocks.
- CAPACITY = To allow a student to register in a class with a max seat count met
- CLASS = Department is overriding a class restriction
- COREQ = To allow a student to register for a course without its co-requisite
- DEPT = General—Reason documented w/department
- MAJOR = Department is overriding a major restriction
- PREREQ = Department is overriding a prerequisite
- PROGRAM = Department overriding a program restriction
- REPEAT/CRS = To allow a student an additional repeat by course
- REPEAT/HRS = To allow a student an additional repeat by credit hours
- SPECIAL = To allow a student to register in a class with a "DP" special approval

Registration Permit-Override Codes ✕

Criteria 🔍 [ ]

Code	Description
ADVISOR	Override-Math Group Learning
ATTRIBUTES	Student Attribute Override
CAPACITY	Override Maximum Capacity
CLASS	Class Restriction Override
COREQ	Corequisite Override
DEPT	'See Department' Override
LEVEL	Student Level Override
MAJOR	Major Restriction Override
PREREQ	Prerequisite Override
PROGRAM	Program Overide

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Cancel   OK

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📝 **Note:** Increase the record line per page by clicking the drop-down list.

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STUDENT PERMITS AND OVERRIDES						
Permit *	Permit Description	CRN	Subject	Course Number	Section	
PREREQ	Prerequisite Override	37922 ...	PSY	3370	CFM	

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6. Enter any of the following information to give the student permission as shown in the example above.

- CRN (5-digits)
- Subject and course number (allows the student to select any section available)
- Subject, course number, and section (if you don't know the CRN)

- Click **SAVE** at the bottom right-hand corner or F10 when done.
- Please remind students to refresh their screens.