Issue Permits (SFASRPO)

There are 15 permits that can be issued.

- **ABM** (Accelerated BA/MA Program)
  Allows students participating in the Accelerated Bachelors/Master's program to register in Graduate level courses.

- **CAMPUS** (Campus Conflicts)
  This permit is used by UofM Global staff.

- **CLASS** (Classification)
  Allows students to bypass restrictions associated with student classification, i.e., Freshman, Sophomore, etc.

- **CLOSED** (Closed Class)
  Allows registration in a class although maximum enrollment is at capacity.

- **COMBSR** (Combination Senior Program)
  Allows students with combination senior designation to register in Graduate level courses.

- **COREQS** (Co-requisites)
  Allows students to bypass course co-requisites

- **DEPT APPR** (Departmental Approval)
  Overrides all of the following requirements:
  Special Approval | College | Class | Program | Major | Department (Beginning Spring 2026, Pre-req, Co-req, and Links will all be separate permits and not included under Departmental Approval permits.)

- **DUPLICATE** (Duplicate Course)
  Allows registration in the same course in the same term for a combination of hours. Used mostly for music and art courses.

- **LEVEL** (Course Level)
  This permit is used by Graduate School staff.

- **LINKS** (Linked Courses)
  Allows students to bypass linked courses.

- **PRE-REQS** (Pre-requisites)
  Allows students to bypass course pre-requisites.

- **REPEATS** (Repeat Hours/Limit-Hrs Exc)
  Allows registration for a course even though registration will result in the student's exceeding the maximum credit hour-limit defined for the course.

- **REPEATS_GR** (Repeat Grade Restriction)
  Allows registration in a course for which the student has already earned a grade of B- or higher.

- **SPEC APPR** (Special Approval)
  Overrides these restrictions/requirements: Special Approval | Capacity

- **TIME** (Time Conflicts)
  Overrides a registration time conflict. Please see PolicyTech "AA3034 – Enrollment in Overlapping or Back to Back Classes." Excerpts from this policy appear below.

Overlapping classes:
Students are not permitted to register for classes that have overlapping times unless they obtain written permission from all instructors who are impacted. Instructors may choose to approve where students have extenuating circumstances such as needing to meet degree requirements, but instructors are under no obligation to approve the request.
- Instructors of overlapping classes who approve the request should have a plan for student attendance.
- Students must understand and agree to follow the attendance plan.
- Failure to follow the attendance plan may result in the student receiving an administrative withdrawal by the Registrar's Office or a lower final grade.
Students must obtain written permission, such as an email from each instructor, to one of the departments for a time conflict permit to be added to the system. Failure to obtain the permission from all instructors may result in students being administratively dropped from the class by the Registrar's Office or receiving a lower grade.
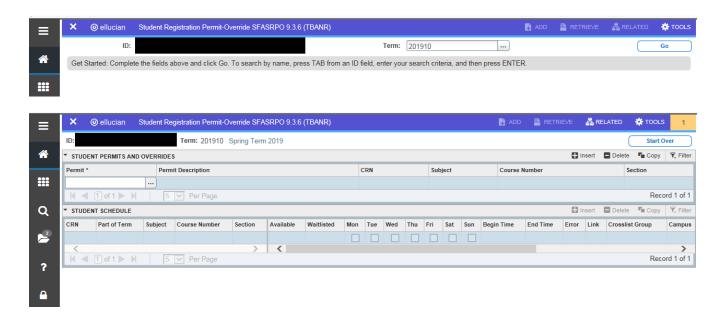
Instructor Perceptions on Back-to-Back and Overlapping Classes:
In back-to-back classes and overlapping classes, there should be no assumption by either instructor that one class has higher priority over another class.

Steps:

1. Login to the myMemphis Portal. If prompted to select a profile, choose Faculty and Staff. Select "**Advising**" and then select "**Advising Forms**." From the Advising Forms menu, select **Student Registration Permit - Overrides (SFASRPO)**.

2. In the key block of SFASRPO, enter the student's U number and enter the Term. Click **Go**.

Note: A permit can be issued to a student even though the student is not active for the term in the key block. The student must be admitted to the university before the student can register for a class and be issued a permit.
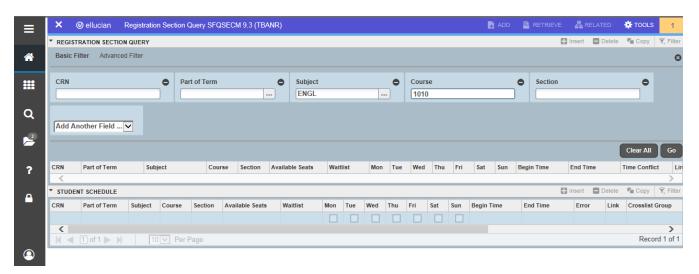

3. In the **Student Permits and Overrides** section, use the Search button next to the **Permit** field to view permit options. Double click on the appropriate permit to select it.
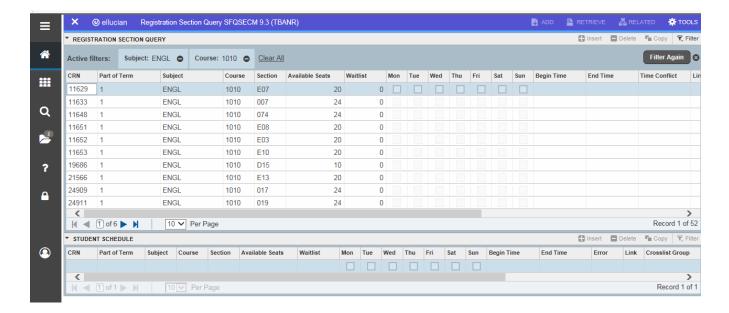
If CRN is Known:

4. Tab to **CRN.** If the CRN is known, enter it. This will automatically fill in the other fields. Verify that the correct course and section are displayed. If CRN is not known, go to "IF CRN is Not Known" (below).

5. Click Save. Check the top right of the screen to see the **"Saved Successfully"** message.

6. To enter a permit for another student, click Start Over and enter a new ID.

If CRN is Not Known (or to allow a student to register for any open section of a course):
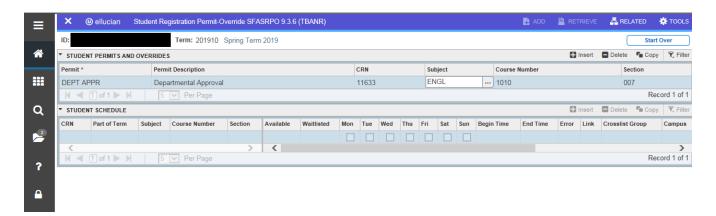
7. If the CRN is not known, tab to **Subject**. Use the Lookup button and choose **Search for Sections (SFQSECM)**.

8. Enter a query and click **Go**.

9. Entering a subject and course will bring up all sections for the course. Information such as Available Seats for each for each section is displayed.

10. Put cursor on the selected section and **Double click** to select the section. This will automatically add the section information to the permit and bring you back to SFASRPO.

11. Click **Save**. Check the top right of the screen to see the **"Saved Successfully"** message.

12. To enter a permit for another student, click **Start Over** and enter a new ID.

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Note: If you omit **Section** number on a DEPT APPR permit, you have given the student permission to register for any section of this course as long as the class is not full.

If you omit **Section** number on a CLOSED permit, you have given the student permission to register for any section of this course even if the class is full, as long as the student satisfies pre-requisite, co-requisite, etc.

If you enter a **Section** number and want to override the capacity of a class as well as prerequisite, corequisite, etc., as in the Departmental Approval permit, then you will need to issue 2 permits, CLOSED and DEPT APPR. Please note that these 2 permits together will override everything, including capacity for a class no matter if seats are available or not. There might not be enough chairs in the room.

General Helpful Hints:
- Verify that the time of the section does not conflict with a course in which the student is already enrolled. A permit (TIME excepted) will not override a time conflict.
- Check seats available prior to issuing permits. The number of seats available is reflected based on actual registrations. It does not take into account permits issued that have not been activated by registration.