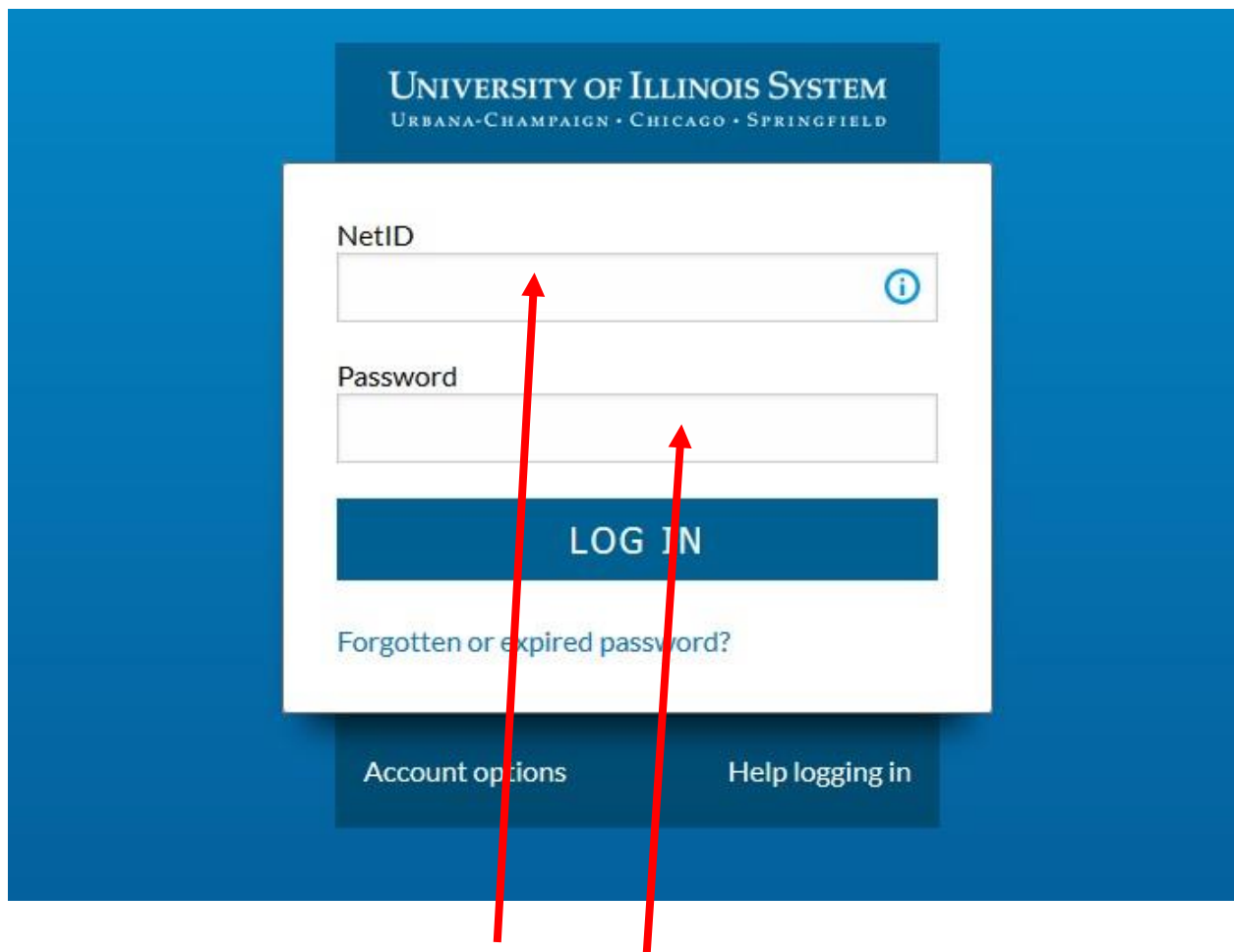


## Banner 9 Course Registration Section Permissions

This document will cover course registration section permissions on SZACSRP Banner 9. This is the page that colleges and departments use to assign a student with permission to register for course sections that have registration restrictions. College and department users are only able to affect the permissions of sections in the colleges or departments for which they have Registration Permission Override Maintenance access. The user's Unit Security Contact (USC) can request this access, if appropriate. If permissions are needed for sections the user doesn't have access to, the UIC Office of the Registrar will need to override the restriction.



UNIVERSITY OF ILLINOIS SYSTEM  
URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

NetID

Password

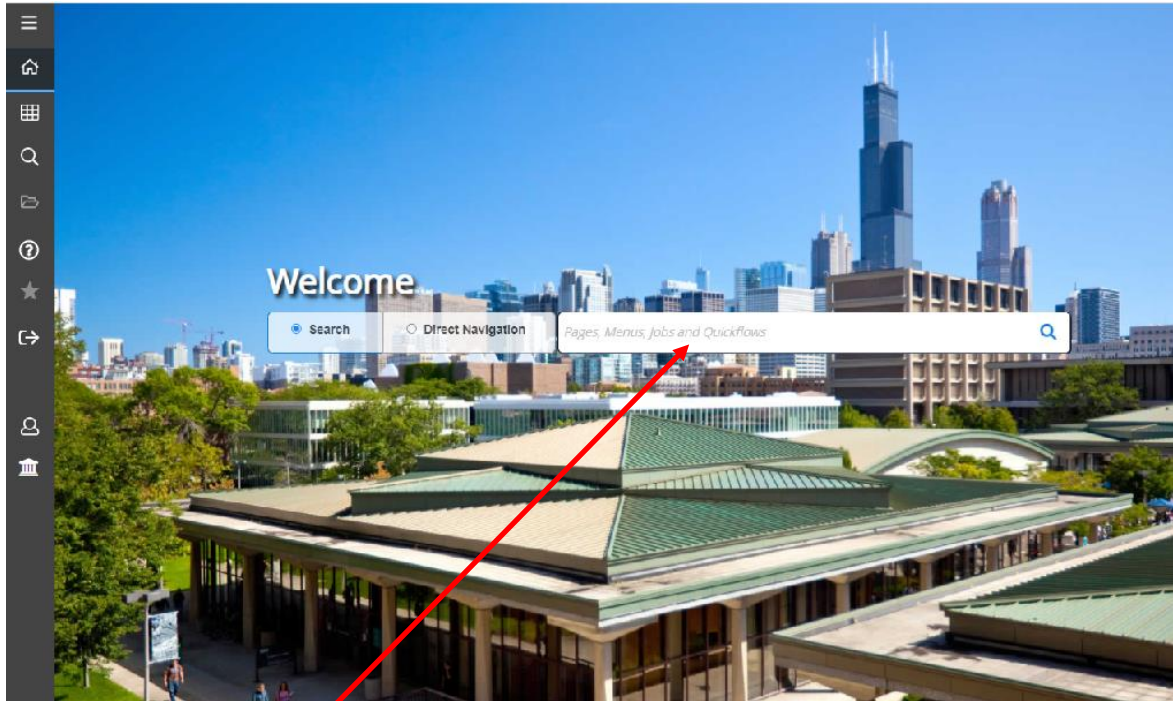
LOG IN

[Forgotten or expired password?](#)

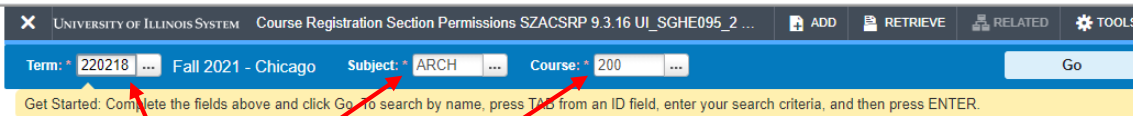
[Account options](#) [Help logging in](#)

1. Log into Banner by entering in your NetID and Password.

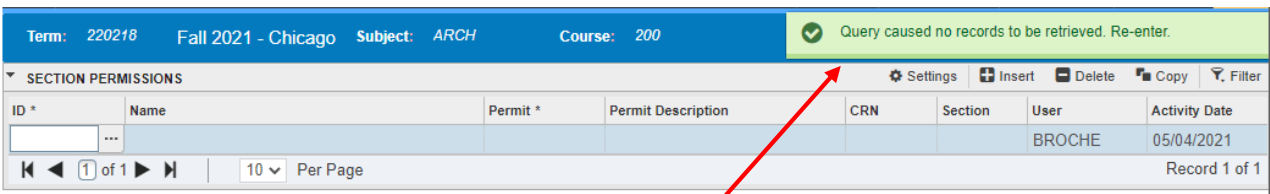
The landing page will display.



2. Enter SZACSRP in the Search box under Welcome.



3. Enter the Term, Subject, and Course and click Go.



4. If there are no records then the message “Query caused no records to be retrieved. Re-enter” will appear in the notification center.



ID *	Name	Permit *	Permit Description	CRN	Section	User	Activity Date
6 ...	Last name, First name	APPROVAL	Special Approval Override	45194	BR...	userid	03/17/2021
67...	name korav	MA ID	Major Override	45194	RR	...	03/17/2021

5. Otherwise a list of the students who have already received special permissions will appear and you may need to insert a row to add another student.

Invalid security profile for the Course provided.

ID *	Name	Permit *	Permit Description	CRN	Section	User	Activity Date
------	------	----------	--------------------	-----	---------	------	---------------

6. Note: If you do not have access to enter Course Registration Section Permissions for courses in this department you will receive the message “Invalid security profile for the Course provided” and the Insert and Delete buttons will be inactivated (grayed out). If you should be able to add permissions for student to register for courses in this department ask your Unit Security Contact (USC) to request Registration Permission Override Maintenance for the appropriate departments (this is done in the General Learner and Registration increment of Banner Student Security).



ID *	Name	Permit *	Permit Description	CRN	Section	User	Activity Date
659112167	Kamowskitest, Miketest					BROCHE	05/04/2021

ID *	Name	Permit *	Permit Description	CRN	Section	User	Activity Date
6.....	Last name, first name	APPROVAL	Special Approval Override	45194	BB	userid	03/17/2021
659112167	Kamowskitest, Miketest					BROCHE	05/05/2021

7. Enter the UIN of the student for whom you are granting special registration permissions. You must grant the special permissions for all sections that you want to permit the student to register for.

ID *	Name	Permit *	Permit Description	CRN	Section	User	Activity Date
659112167	Kamowskitest, Miketest		Department Override			BROCHE	05/05/2021

8. Click in the Permit dropdown box or select (...).

Override Codes
✕

Criteria

Override Code	Override Description
LINK	Linked Section Override
MAJR	Major Override
PREREQ	Prereq/Attribute Override
PROG	Program Override
TIME	Time Conflict Override
WAITLIST	Enroll off Waitlist
MULTIPLE	Multiple Reg Restrict Override
COHORT	Cohort Override
DEPARTMENT	Department Override
ATTRIBUTE	Student Attribute Override

⏪ ⏩ 1 of 1 ⏪ ⏩
20 Per Page
Record 16 of 17

Cancel
OK

- Using the list function, select an appropriate code from the Override Codes box and click OK.

Term: 220218    Fall 2021 - Chicago    Subject: ARCH    Course: 205
Start Over

SECTION PERMISSIONS ⚙ Settings    ➕ Insert    🗑 Delete    📄 Copy    🔍 Filter

ID *	Name	Permit *	Permit Description	CRN	Section	User	Activity Date
659112167	Kamowskitest, Miketest	DEPARTME...	Department Override	...		BROCHE	05/05/2021

⏪ ⏩ 1 of 1 ⏪ ⏩
10 Per Page
Record 1 of 1

- Click in the CRN dropdown box or select (...). You may enter the CRN directly in this field, but then you will need to complete the Section field as well.



The 'Available CRNs' dialog box features a search bar labeled 'Criteria' with a magnifying glass icon. Below it is a table with two columns: 'CRN' and 'Sequence Number'. The table contains two rows: CRN 23490 with Sequence Number AB, and CRN 34672 with Sequence Number AL. The second row is highlighted. At the bottom of the dialog, there are navigation controls showing '1 of 1' records, a '10' items per page dropdown, and 'Record 2 of 2'. 'Cancel' and 'OK' buttons are located at the bottom right.

CRN	Sequence Number
23490	AB
34672	AL

11. Using the list function, select the appropriate CRN from the Available CRNs box and click OK. This will also populate Section box.

The screenshot shows the 'Course Registration Section Permissions' window for the University of Illinois System. The header includes 'Term: 220218', 'Fall 2021 - Chicago', 'Subject: ARCH', and 'Course: 205'. A 'Start Over' button is in the top right. The main area is a table titled 'SECTION PERMISSIONS' with columns: ID \*, Name, Permit \*, Permit Description, CRN, Section, User, and Activity Date. Two rows are visible, both for 'Kamowski, Miketest' with a 'Department Override' permit. The first row has CRN 34672 and Section AL, while the second row has CRN 23490 and Section AB. A red arrow points to a 'SAVE' button in the bottom right corner of the window.

ID *	Name	Permit *	Permit Description	CRN	Section	User	Activity Date
659112167	Kamowski, Miketest	DEPARTME...	Department Override	34672	AL	BROCHE	05/05/2021
659112167	Kamowski, Miketest	DEPARTME...	Department Override	23490	AB	BROCHE	05/05/2021

12. When your changes are complete, click Save.



UNIVERSITY OF ILLINOIS SYSTEM Course Registration Section Permissions SZACSRP 9.3.16 UI\_SGH... ADD RETRIEVE RELATED TOOLS 1

Term: 220218 Fall 2021 - Chicago Subject: ARCH Course: 205 Saved successfully (2 rows saved)

SECTION PERMISSIONS Settings Insert Delete Copy Filter

ID *	Name	Permit *	Permit Description	CRN	Section	User	Activity Date
659112167	Kamowskitest, Miketest	DEPARTME...	Department Override	34672	AL	BROCHE	05/05/2021
659112167	Kamowskitest, Miketest	DEPARTME...	Department Override	23490	AB	BROCHE	05/05/2021

1 of 1 10 Per Page Record 2 of 2

13. If saved the message “Saved successfully (n rows saved)” will appear in the notifications.

14.