

Registration Overrides

One of the new features in Self-Service Banner is an expanded capability to give a student permission to take a course they would not otherwise be able to register for. Using a "Registration Override" allows you to give an override to a student for any of the classes you are the primary instructor for that will allow them to:

- override a co-requisite
- override a test score or prerequisite
- override a program restriction (majors only, junior standing, etc.)
- override special permission required (faculty permission required)
- override a time conflict

It may be necessary to give a student more than one override for a course (pre-req and time conflict for example).

In Self-Service Banner click on: Faculty Services > Student Information Menu > Registration Overrides

For any of the options on the Student Information Menu, you MUST first click "ID Selection" to identify the desired student. The selected student will remain "the current student" until you select another.

If you have already selected a student in a previous step, skip to step 8.

1. Click on the Faculty Services tab
2. Select "Student Information Menu".
3. Select "ID Selection"
4. Select the term from the drop down menu
5. Enter the Banner Student ID or Student Name
6. Click "Submit" or press "Enter"
7. Select student in dropdown menu.
8. Click "Submit"
9. This brings you back to the Student Information Menu.
10. Select "Registration Overrides"
11. Select type of override in the Override dropdown menu
12. Select course in the course dropdown menu
13. Click "Submit" This shows you the override you are about to give
14. **MOST IMPORTANT STEP: You MUST click Submit again.** The Override is not recorded until you click Submit a second time and see a checkbox like this:

Registration Overrides	A12345678 Cynthia A. Davis Summer Session 2009 Apr 02, 2009 10:41 am
-------------------------------	--

Information for Cindy Davis



The registration overrides you entered have been saved successfully.

- Use the Return to Menu button in the upper right hand corner to go back to the Student Information Menu.

Giving an override does not register a student for the course. It simply allows them to register for the course. He or she can log in to SSB and register or you can click on "Add or Drop Classes" and add him or her from SSB yourself. You must have the student's PIN to be able to register them.

You must be the Primary Instructor to give an override. The Primary Instructor is designated with a "P" on the course section search. If you follow the instructions above and get an error message that says "There are no instructional assignments available for the selected term", you are not the primary instructor.