How to know…

→ Was the Override done?

→ When I can register?

→ What registration error am I getting?

→ Who can do the override?

Start by logging in to BannerWeb

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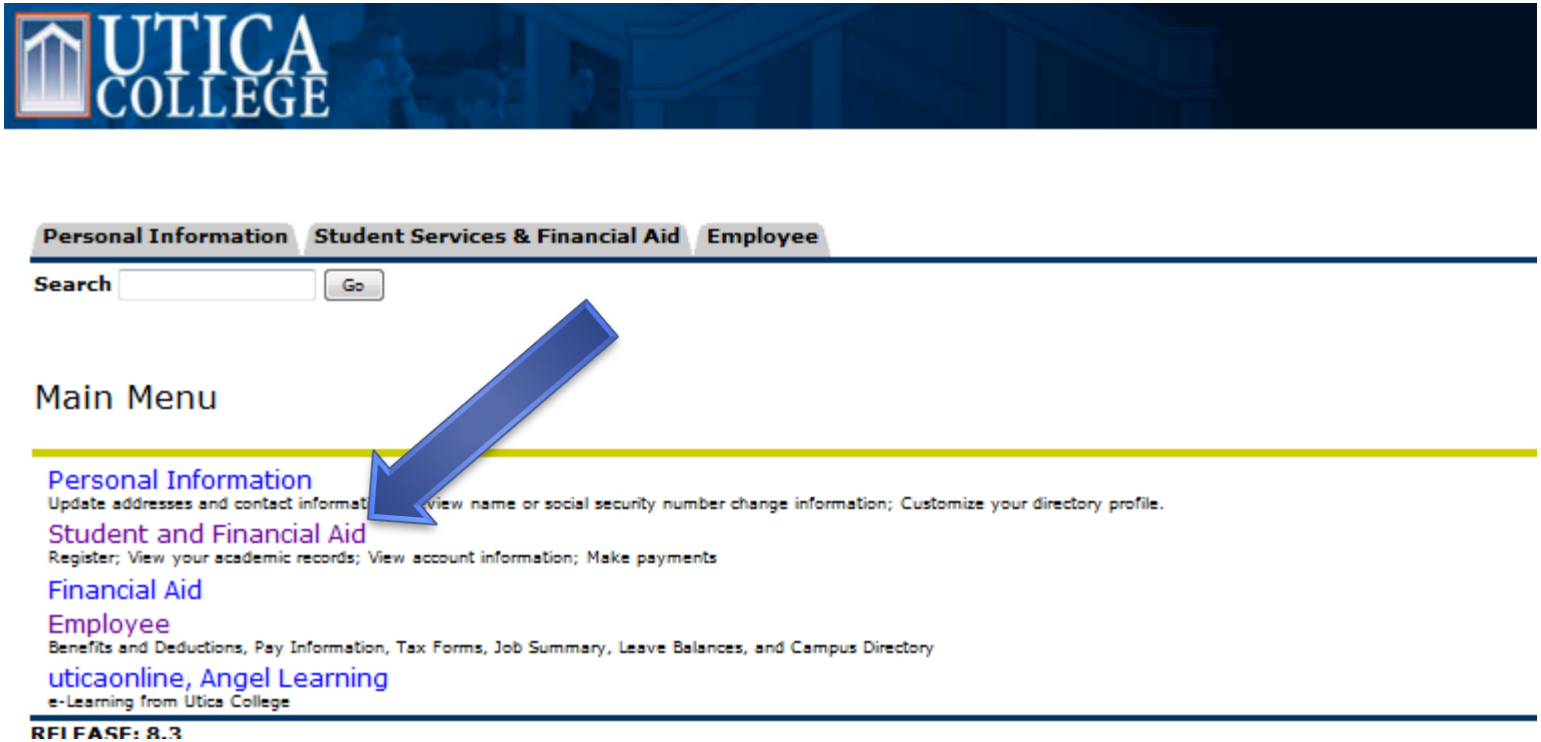
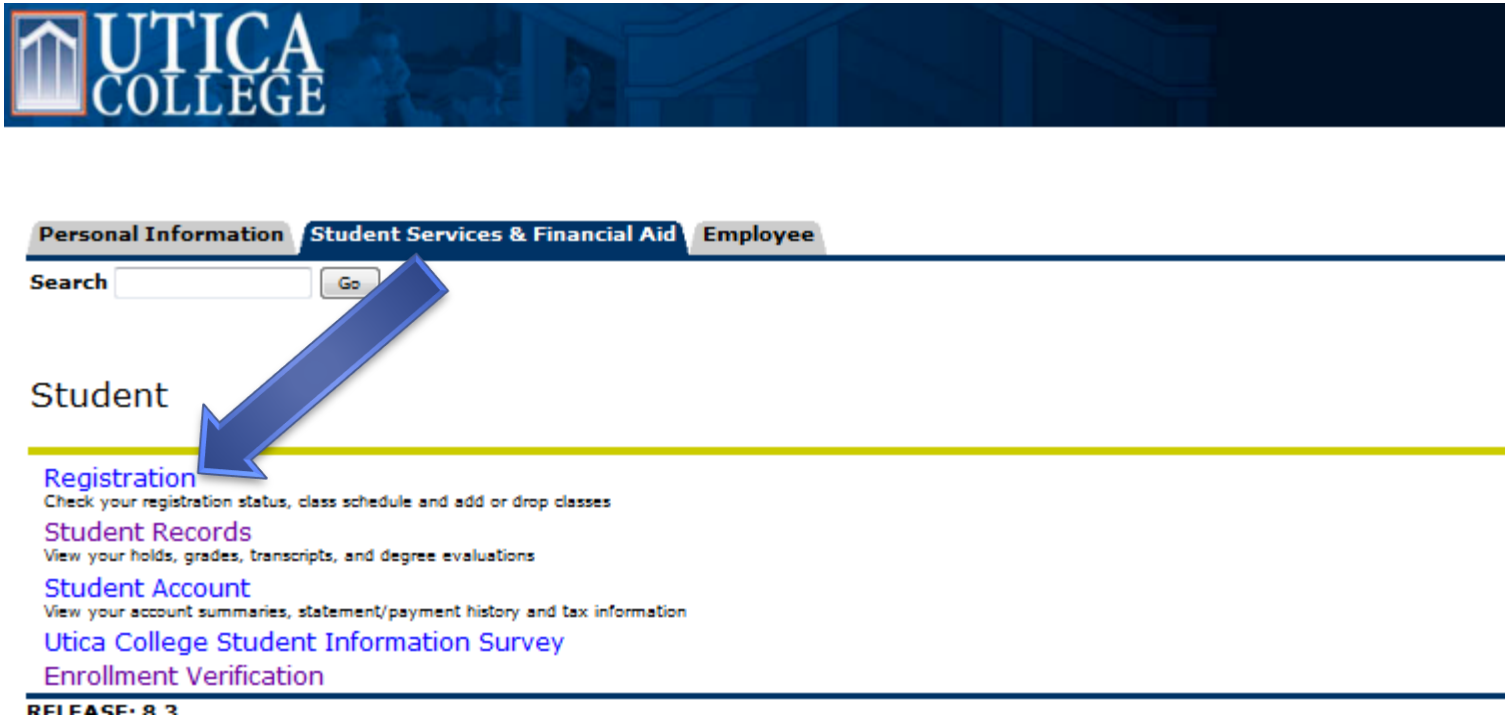
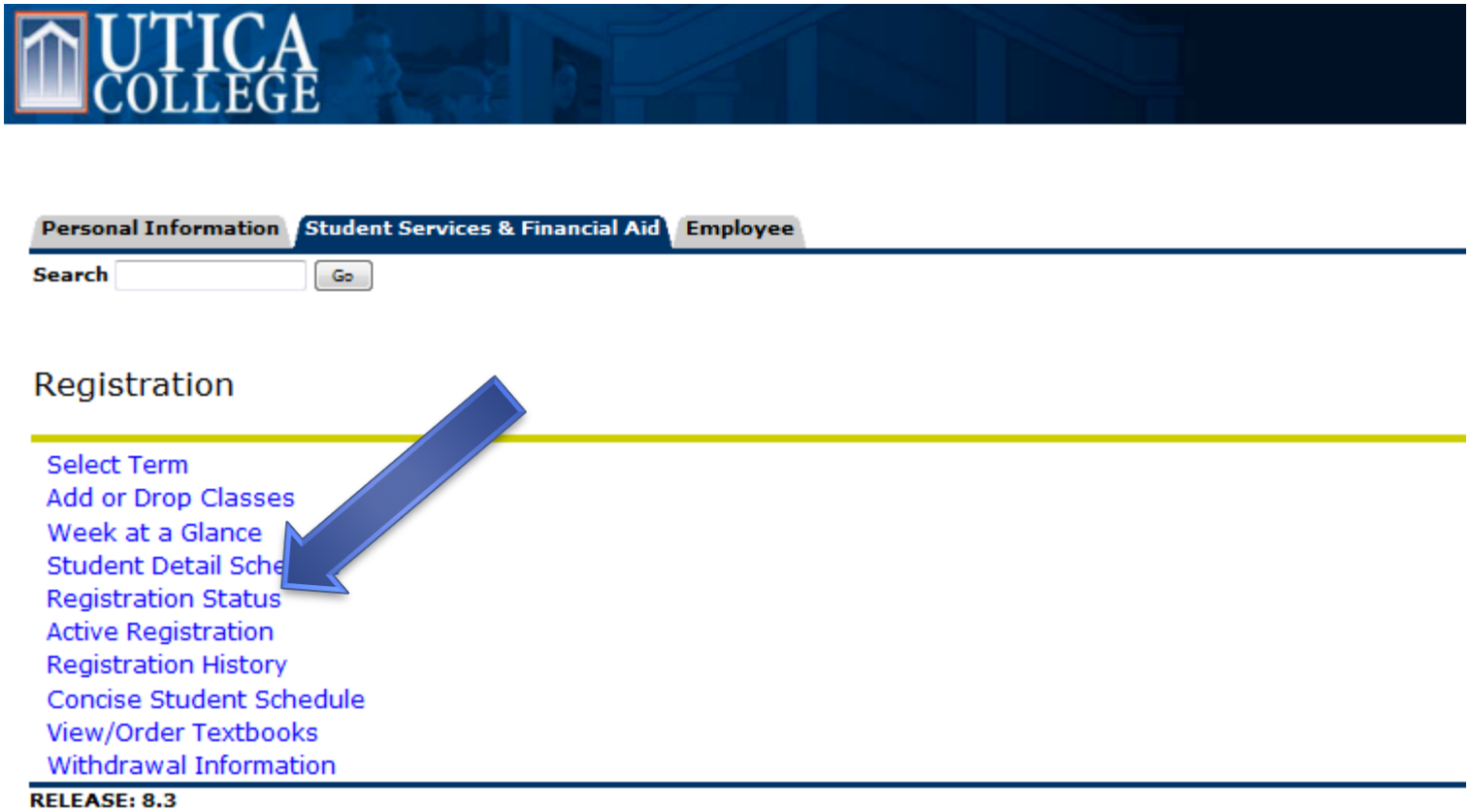
Click on "Student and Financial Aid"

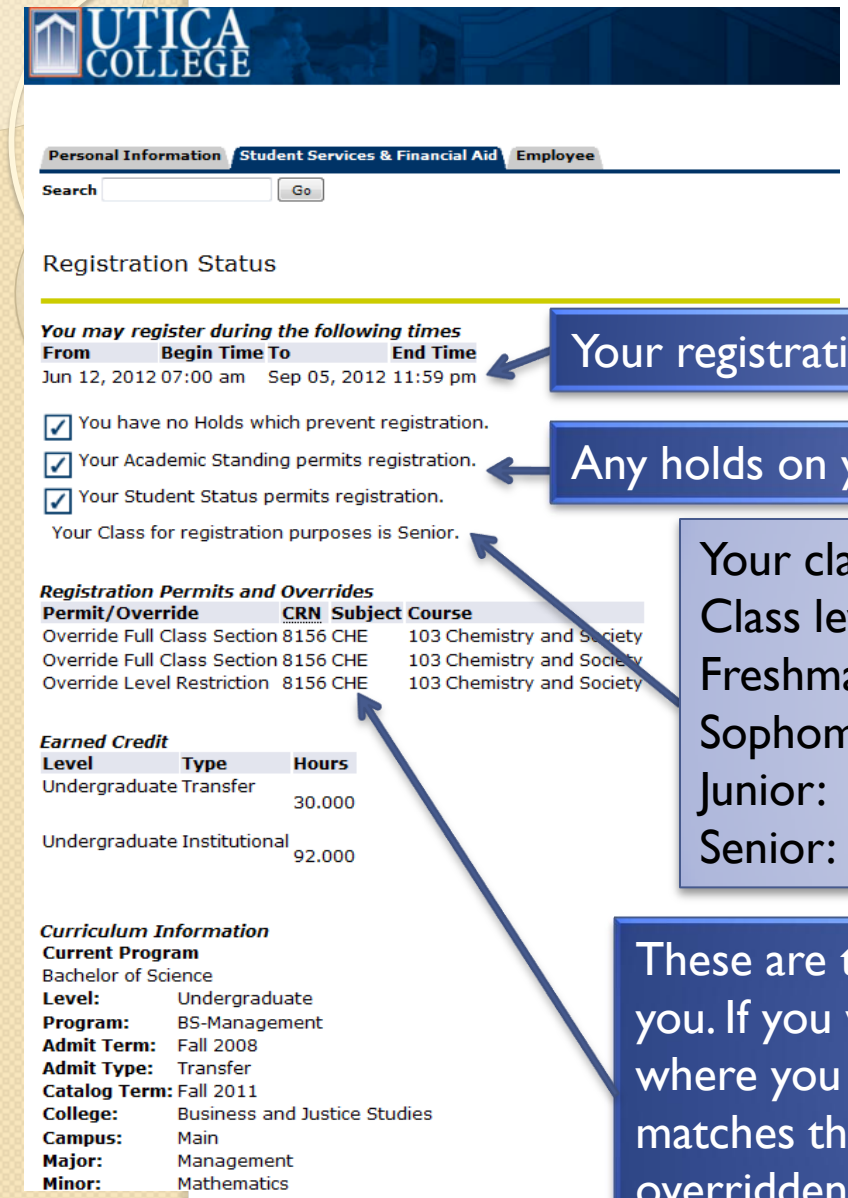


Click on "Registration"



Click on "Registration Status"





Your registration "Time Ticket"

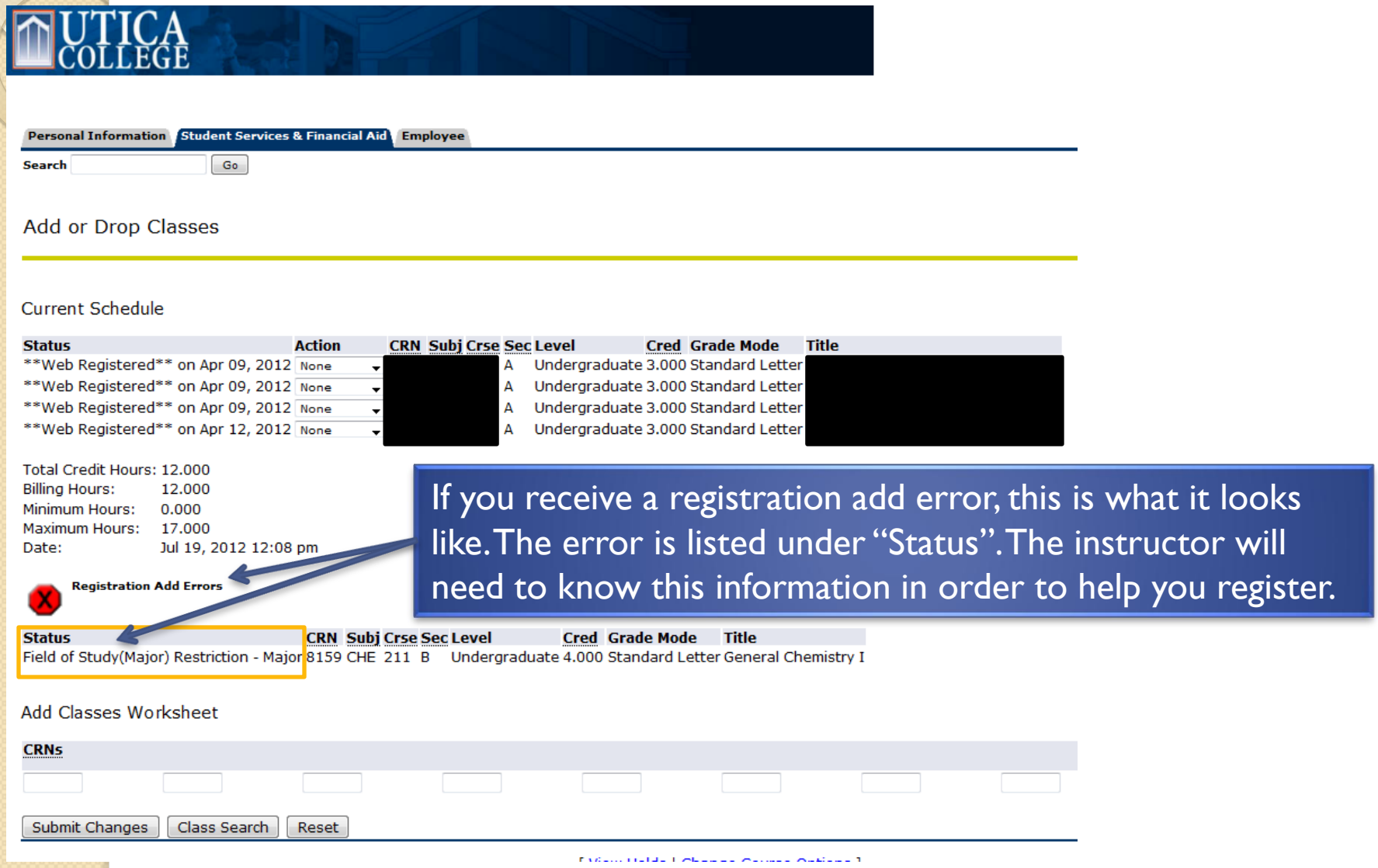
Any holds on your account will be listed here.

Your class level for purposes of registration is listed here. Class levels are determined by number of credits earned:

Freshman:	0-26 credits
Sophomore:	27-56 credits
Junior:	57-86 credits
Senior:	87+ credits

These are the registration overrides that have been done for you. If you want to know if an override was done, this is where you check. Make sure the override that was done matches the error you were getting – not every error can be overridden online!

Registration Add Error (Stop Sign!)



If you receive a registration add error, this is what it looks like. The error is listed under "Status". The instructor will need to know this information in order to help you register.

Common Registration Errors

ERROR	HOW ?	WHICH OVERRIDE?
Closed	Instructor overrides online	CLOSED COURSE
Reserve Closed	Instructor overrides online	CLOSED COURSE
Prerequisite (PREQ AND TEST SCORE)	Instructor overrides online	PREQUISITE
Corequisite (COREQ)	Instructor overrides online	COREQUISITE
Time Conflict	*Student must register in person with instructor's signature*	
Class Restriction	*Student must register in person with instructor's signature*	
Level Restriction	Instructor overrides online	LEVEL
Major Restriction	*Student must register in person with instructor's signature*	
Link Error	Student must register for all components of the course in one transaction.	*(May include lecture and/or lab and/or clinical)*
Program Restriction	SPECIAL PERMISSION REQUIRED	*(see next page)*

Program Restrictions

- Program restrictions happen when a course is offered for students in a specific program.
- You must obtain the override from the *correct person* (instructors cannot override program restrictions) in writing, and then register in the Registrar's Office.
  - All Arts & Sciences classes: John Johnsen, Dean of Arts and Sciences
  - All courses reserved for online Cybersecurity or Economic Crime: *Your advisor* must email Tom Ryan
  - All courses reserved for Occupational Therapy/Weekend Programs: Dr. Paula Carey

Registrar's Office

If you have questions about registration, contact the Registrar's Office:

(315) 792-3195
121a White Hall
www.utica.edu/registrar

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