How to Do Registration Overrides

- Be sure to know exactly what kind of override the student requires.

- **Only the primary instructor can enter overrides.**

- Log in to Banner Web.

- Click on "Faculty and Advisors".

- Click on "**Registration Overrides**".

- Make sure you choose the correct term!

Search [　　　　　　　　　] [Go]

Faculty and Advisors

Student Search (9X)

Enter Grades (9x)
Banner 9x Grade Entry

Class Lists (9x)
Banner 9x Class Lists

Track Attendance (9x)
Banner Faculty Attendance Tracking 9.x

Assignments (9x)

Syllabus (9x)
Syllabus

Registration Overrides (9x)
Registration Overrides

Office Hours (9x)
Office Hours

Faculty Detail Schedule (9x)

Faculty Week at a Glance (9x)

Advising Student Profile (9x)

Registration History (9X)

Student Week At a Glance (9X)
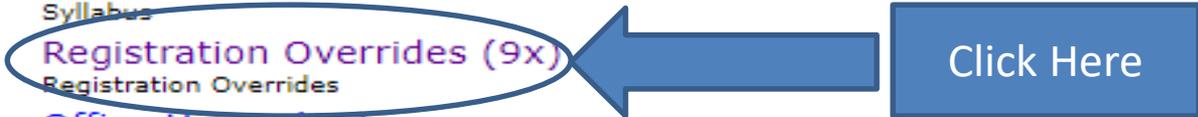
Click Here

- You must select a "**Term**".

- You can enter the **student's Banner ID#** or **name**.

- Then click "**Submit**".

- Click in the row of the student and the "**Registration Overrides**" page will appear.

Registration Overrides

Override

Course

Select ⌄

Select ⌄

⊕ Add Override

🔍

None

Instructor Approval

Override Class Restriction

Override CoRequisite Req

Duplicate Course (GR & CE)

1. Click the "down arrow" to select what kind of override the student requires.
This is important. If you enter the wrong override, the student will still not be able to register.

2. Choose the course for which you are granting the override.

Click "Submit"

Faculty and Advisors • Registration Overrides

Registration Overrides

Override
Instructor Approval

Course
9734-SPA 102 F

⊕ Add Override

Submit

The override is complete (you will see this message displayed). It will also be listed below under "Current Student Overrides".

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⊘ Save Successful

Registration Overrides

Override	Course	
Instructor Approval ▾	9734-SPA 102 F ▾	⊕ Add Override

Submit

‹ Back to ID Selection

Current Student Overrides

Override	Course ⇕	Activity Date ⇕	Entered by ⇕
Instructor Approval	9734 - SPA	08/25/2022	

Results found: 1

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