ASSIGNING REGISTRATION OVERRIDES  
(Summary Outline)

STEP 1: Log in to Faculty Web (requires faculty 900# and PIN)

STEP 2: Navigate to Faculty Services menu

STEP 3: Click Registration Overrides

STEP 4: Select the term for the course(s) in question is offered and click the SUBMIT button

STEP 5: Enter the student’s 900# or Last and First names (900# preferred) then click the SUBMIT button

STEP 6: Confirm student’s name and click SUBMIT button (if the name of the student displayed is incorrect, please verify her 900# and return to STEP 5)

STEP 7: Select the appropriate Registration Override and course to which it should be applied and click the SUBMIT button (please only assign overrides to courses you are scheduled to teach)

STEP 8: Confirm the Override type, CRN, Course, Section, and Student for whom you would like to assign an Override and click the SUBMIT button

NOTE: Instructors must be listed as the Instructor of Record in order to assign Registration Overrides and must have a Faculty Web Userid (900#) and password. If you have not been listed as the Instructor of Record for a course, please ask your Department Chair to notify Ms. Delores Hill (x5229) or Mr. David Booze (x5228) in the Registrar’s Office.

A version of this process will be available on-line, including pictorial examples of what will be shown at each step.
ASSIGNING REGISTRATION OVERRIDES

Registration Override Codes

There are many circumstances under which course registration may be restricted or prohibited. Instructor Approval, Pre-Requisite requirements, Co-Requisite requirements, Major Restrictions, and Closed Classes are the scenarios Banner has been configured to accommodate.

Registration for classes can be restricted, for example, such that an instructor’s permission is required. In the past, a student would have to have an instructor sign her ADD/DROP form and carry it to the Registrar’s Office for processing. Not anymore! Students and faculty can now self-serve!

How are Registration Overrides Used?

If a student wishes to add a course that is closed, she may request permission from the instructor during the ADD/DROP period. If the instructor allows her to Add the course, the student must provide the instructor with her full name, 900 number, the CRN(s) for the course(s) in question, and course title(s). The instructor will then use this information to assign an appropriate Registration Override code so that the student can then Add herself to the course using Online Student Services.

Faculty may assign Registration Overrides by accessing Faculty Web in the usual manner:

Once logged in, faculty must choose Registration Overrides from the Faculty Services menu:
Now select the term in which the course in question is offered and click submit:

This will take you to the Student and Advisee ID Selection page. Enter the student’s information in the appropriate field(s) and click “Submit.” It is preferable that the 900 number be used exclusively; however, if the 900 number is not available, you may search for students by first and last name:
On the Student Verification page, verify your search results. If the correct person has been found, click the “Submit” button to continue. If the correct person has not been found, click the “Back” button in your web browser to return to the previous step to start a new search:

In the Registration Overrides page, select the type of override to be assigned to the student in question. The following table provides more information about Overrides and their respective uses:
<table>
<thead>
<tr>
<th>OVERRIDE</th>
<th>USE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co Requisite Error</td>
<td>Permits a student to register for a course without companion course</td>
</tr>
<tr>
<td>Instructor Permission</td>
<td>Indicates instructor permission to take courses designated for instructor approval; also overrides closed class error but should only be used when there is a possibility that a course requiring Instructor Permission may be closed for registration.</td>
</tr>
<tr>
<td>Level Restriction</td>
<td>Permits a registration for courses intended for students at defined academic levels</td>
</tr>
<tr>
<td>Major Restriction</td>
<td>Permits a registration for courses intended specifically for students in certain majors</td>
</tr>
<tr>
<td>Prerequisite Error</td>
<td>Permits a student to register for a course without having previously completed a preliminary course</td>
</tr>
<tr>
<td>Closed Class</td>
<td>Permits a student to register for a course that has been closed</td>
</tr>
</tbody>
</table>

It is important to remember not all override codes are alike. Each code addresses a certain, specific (set of) circumstance(s) and yet some may be used interchangeably to achieve desired results. However, more than one code may be assigned to a student when circumstances dictate (i.e. a student wishes to register for a closed class but does not meet the course’s prerequisites).

Once you have selected the correct override code(s) to be used, you must then select the correct course(s) in question from the adjacent drop down menu and click the “Submit” button:
The next screen, *Registration Overrides*, will list the overrides you have assigned for a term in question along with information about the class(es) associated with the overrides and student names. Click the **Submit** to complete the process.
STUDENTS MUST PROVIDE THE FOLLOWING INFORMATION TO FACULTY WHEN REQUESTING REGISTRATION OVERRIDES:

Name: ___________________________________  SCID:  900 - _____ - _______   Date: ______

CRN: _______________ SUBJECT: _____________ COURSE: _____________ SECTION: __

Error Message (please check all that apply):

☐ Instructor Permission
☐ Prerequisite Error
☐ Co requisite Error
☐ Major Restriction
☐ Class Closed

MAJOR: _____________________________

STUDENTS MUST PROVIDE THE FOLLOWING INFORMATION TO FACULTY WHEN REQUESTING REGISTRATION OVERRIDES:

Name: ___________________________________  SCID:  900 - _____ - _______   Date: ______

CRN: _______________ SUBJECT: _____________ COURSE: _____________ SECTION: __

Error Message (please check all that apply):

☐ Instructor Permission
☐ Prerequisite Error
☐ Co requisite Error
☐ Major Restriction
☐ Class Closed

MAJOR: _____________________________

STUDENTS MUST PROVIDE THE FOLLOWING INFORMATION TO FACULTY WHEN REQUESTING REGISTRATION OVERRIDES:

Name: ___________________________________  SCID:  900 - _____ - _______   Date: ______

CRN: _______________ SUBJECT: _____________ COURSE: _____________ SECTION: __

Error Message (please check all that apply):

☐ Instructor Permission
☐ Prerequisite Error
☐ Co requisite Error
☐ Major Restriction
☐ Class Closed

MAJOR: _____________________________