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!
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)
• You must select a “Term”.
• You can enter the student’s Banner ID# or name.
• Then click “Submit”.

Student and Advisee ID Selection

Enter the ID of the Student or Advisee you want to process or enter partial names, student search type or a combination of both. Then select Submit.

Term: Fall 2022 - 202280

Student or Advisee ID:  
Last Name:  
First Name:  
Search Type:  
Students  
Advisee  
Both  
All  
Submit
• Click in the row of the student and the “Registration Overrides” page will appear.
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.
The override is complete (you will see this message displayed). It will also be listed below under “Current Student Overrides”.