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”.
• Make sure you choose the correct term!
Click on “Registration Overrides”
Confirm the term and click “submit”
1. Enter the student’s Banner ID# or name.

2. Click “submit”
ID Selection

Select the Student/Advisee that you wish to process and press the Submit Name button.

Confirm the student’s name and ID#, then click “submit”.
Click the “down arrow” to select what kind of override the student requires.

This is extremely important. If you enter the wrong override, the student will still not be able to register.
Welcome to the Faculty Registration Permits/Overrides Worksheet.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

Choose the course for which you are granting the override.

Then click “Submit”
Faculty Registration Overrides Confirmation

Below are the override requests you entered. Please confirm by clicking Commit Changes.

<table>
<thead>
<tr>
<th>Override</th>
<th>CRN</th>
<th>Course Number</th>
<th>Section</th>
<th>Student</th>
<th>Activity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Override Major Restriction</td>
<td>6426</td>
<td>PHI</td>
<td>107</td>
<td>A</td>
<td>Jul 13, 2022</td>
</tr>
</tbody>
</table>

Submit

Review the information for accuracy and click “submit”. 
Faculty Registration Permits/Overrides

Welcome to the Faculty Registration Permits/Overrides Worksheet.

The registration overrides you entered have been saved successfully.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

<table>
<thead>
<tr>
<th>Override</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

Submit

Current Student Overrides

<table>
<thead>
<tr>
<th>Override</th>
<th>Course</th>
<th>Activity Date</th>
<th>Entered by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Override Major Restriction 6426 - PHI 107 A Jul 13, 2022</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The override is complete (you will see this message displayed). If you scroll down, you will see it in the student’s list of overrides.