Registration Overrides Online

Start by logging in to BannerWeb. Click on “Faculty and Advisors.”
Choose the correct term
Click “Submit.”
Enter student’s ID# or name.

If you cannot find the student by querying his/her name, you will need his/her ID#.
Verify that you have the correct student and then click “submit.”

If you have queried by name, there may be more than one student from which to choose. Verify that you have chosen the correct student and then click “submit.”
Choose the correct override.

• The override you enter **MUST** match the error the student is getting.

• “Instructor Approval” is **not** a panacea override. *It can only be used for courses which have an Instructor Approval restriction.*

• If the error they are getting does not have a corresponding override on this list, they must register ON PAPER with the proper signature(s).
Choose the course for which you wish to create the override, then click “submit.”

There are no current overrides for the selected student and term.

Current Student Schedule

No schedule available for selected term.

Return to Previous
Example: In this instance, I did an closed course override for Reggie Trax for UCC 101 section R.
Confirm that the information you are submitting is correct, and then click “submit” one last time.
This is the confirmation that the override was saved. ALL overrides done for this student for this term, regardless of what class or who did it, will show here.