

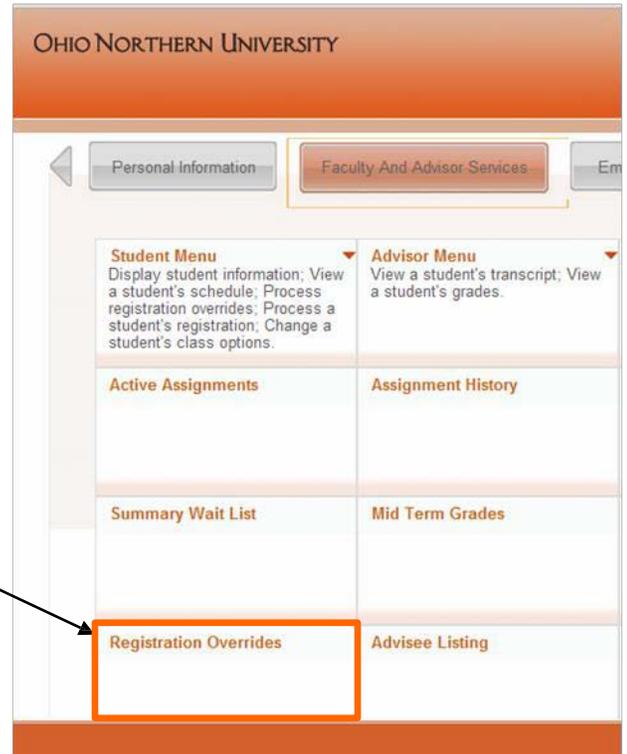
Faculty Registration Overrides

NOTE: Overrides are permissions granted by a faculty to a student, to register for a course where the student would have encountered a restriction preventing registration.

Overrides granted do not register the student for a course; it allows the student to subsequently register without receiving an error message. An override is a discretionary permission granted by a faculty and is not a right to which students are entitled.

Faculty can only grant overrides for the sections they teach. Only the primary instructor can grant approvals for the section.

1. Log into Self-Service Banner, **Select Faculty and Advisor Services** from top tabs, select **Registration Overrides**.
2. Select the appropriate term from the dropdown and click **submit**.
3. Enter either the student's **Banner ID** or **name information** to identify the student and click **submit**.
4. Select the appropriate override from the dropdown. *Explanation of the most frequently used overrides follows in table below (skip to #5 to proceed). You must enter multiple overrides if multiple waiver types are needed. If you run out of space to enter the overrides, click submit and enter the additional overrides OR press the down arrow key on your keyboard to see more spaces to fill.*



Waive Attribute Restriction	Currently only Pharmacy and RN/BSN program use student attributes.
Waive Class(ification) Restriction	Overrides classification (Freshman, Sophomore, Junior, Senior, etc.) restriction
Closed Class Registration OK	Overrides maximum enrollment
Waive College Restriction	Overrides college (A&S, Business Administration, etc.) restriction.
Waive Corequisite	Overrides any and all corequisites...Corequisite means there is another course(s) that must be taken simultaneously.
Departmental Approval	Department must approve each and every student to register for this section.
Duplicate Course Override	(Rare....would be necessary if two different special topics courses were given in the same term under duplicate course subjects/numbers.) Call Registrar for help.
Instructor Approval	Instructor must approve each and every student to register for this section.
Waive Major Restriction	Overrides major (Biology, Chemistry, Mechanical Engineering, etc.) restriction
Waive Repeat Hrs or Limit	Overrides hours and/or number of times section may be repeated.
Waive Prereq(uisite) and Test Score	Overrides any and all prerequisites....Prerequisite means there are course(s) and/or test scores etc. that are required to be met by the student prior to enrollment in the course.
Time Conflict Is Permitted	Allows a student to register for a course that is being offered at the same time as or overlapping another course. Overrides from the instructors of both courses are needed to enable student to register for the course.
Waive Level Restriction	Allows a student to register for a course that is offered at a different level than that of the student.

5. Select the appropriate course from the dropdown next to the override chosen.
6. Click the **Submit** button.