How to enter Faculty Registration Overrides in Banner

Faculty can use this procedure to enter overrides for their students who need permission to enroll in a course that has a faculty-specific section number, e.g. thesis or dissertation hours (599/699), or to waive a prerequisite. This is faster and less error-prone than paper registration. Please note that all students are expected to self-register. *Do not ask departmental administrative staff to register students.*

Note that this procedure cannot be used to permit an undergraduate student to enroll in graduate-level coursework. Those registrations can only be accomplished by submitting a petition that requires departmental, undergraduate and graduate dean approval.

1. In Banner Self-Service, choose **FACULTY SERVICES**.
2. Select the correct term (e.g. Fall 2014) and **SUBMIT**.
3. Choose the **Student Information** menu, then **ID SELECTION**.
4. Enter the student’s Banner ID or name and verify that you have selected the correct student.
5. Choose **REGISTRATION OVERRIDES** (just below Registration History).
6. Click on the **OVERRIDE** button and select the desired override (e.g. Instructor Approval, Pre-req/Co-req Waived, etc.).
7. Click on the associated **COURSE** button and select the course the student wishes to enroll in; note that only those courses that you teach will appear.
8. Once the correct override and course number have been selected, click **SUBMIT**. This will bring up a confirmation screen listing the override request you have entered. You must again click **SUBMIT** on this screen to enter the override.
9. Email the student to inform him/her that s/he can self-register for the course in Banner (unless other overrides are needed).