SAINT LOUIS UNIVERSITY
MADRID

Entering Instructor Approvals in Banner Self-Service

The below registration restrictions can be approved by instructors through Banner Self-Service.

Note #1: Registration overrides are limited to those listed as the primary instructor in Banner.

Note #2: Capacity of a course cannot be overridden. Please contact your department.

Faculty: Instructor Approval
- Used to permit students to enroll in a course requiring special permission, e.g. Independent Studies and Dissertation.

Faculty: Pre-req/Co-req Waived
- Used to waive all course pre-requisites and/or co-requisites

Faculty: Meeting Time Conflict
- Used to permit students to enroll in a course that would create a time conflict (e.g. overlapping end-time of one course and start time of the next)

Step by step guide:

1. In Banner Self-Service choose Faculty Services, then Registration Overrides
2. Select the current term (e.g. Fall 2019 or Spring 2020, not CEU 2019-2020)
3. Enter the name or Banner ID of the student, click submit.
    a. For best results, use the Banner ID (student to provide)
4. Use the drop down to select the student if multiple results come up.
5. Click Submit
6. Select the appropriate Override (from above) in the dropdown
    a. Note: Up to three overrides may be submitted in one transaction for a single student

Registration Overrides

Override	Course
Faculty: Instructor Approval ▾	13751 - UNIV 1010 M01 ▾
None ▾	None ▾
None ▾	None ▾

Submit

7. Click Submit
8. Confirm the information on the screen for accuracy
9. Click submit on the next screen.
10. Instruct the student to register online for the course.