

# 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”.
- Click on “**Registration Overrides**”.
- Make sure you choose the correct term!

Search

## Faculty and Advisors

---

[Student Search \(9X\)](#)

[Enter Grades \(9x\)](#)

Banner 9x Grade Entry

[Class Lists \(9x\)](#)

Banner 9x Class Lists

[Track Attendance \(9x\)](#)

Banner Faculty Attendance Tracking 9.x

[Assignments \(9x\)](#)

[Syllabus \(9x\)](#)

Syllabus

[Registration Overrides \(9x\)](#)

Registration Overrides

[Office Hours \(9x\)](#)

Office Hours

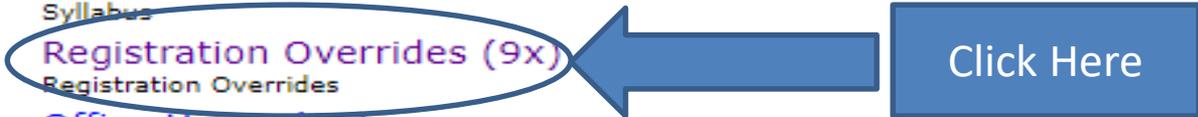
[Faculty Detail Schedule \(9x\)](#)

[Faculty Week at a Glance \(9x\)](#)

[Advising Student Profile \(9x\)](#)

[Registration History \(9X\)](#)

[Student Week At a Glance \(9X\)](#)



Click Here

- You must select a **“Term”**.
- You can enter the **student’s Banner ID#** or **name**.
- Then click **“Submit”**.

Student and Advisee ID Selection

 Enter the ID of the Student or Advisee you want to process or enter partial names, student search type or a combination of both. Then select Submit.

Term

Fall 2022 - 202280

Student or Advisee ID

OR

Last Name

First Name

Search Type

Students

Advisee

Both

All

Submit

- Click in the row of the student and the **“Registration Overrides”** page will appear.

Term  
Summer 2022 - 202250

Student or Advisee ID  
[Redacted]

OR

Last Name  
[Redacted]

First Name  
[Redacted]

Submit

Search Type  
 Students  Advisee  Both  All

Student and Advisee Selection

ID	First Name	Last Name	Type
[Redacted]	[Redacted]	[Redacted]	

## Registration Overrides

Override

Select ▾

| 🔍

- None
- Instructor Approval
- Override Class Restriction
- Override CoRequisite Req
- Duplicate Course (GR & CE)

Course

Select ▾

 Add Override

1. Click the “down arrow” to select what kind of override the student requires.  
This is important. If you enter the wrong override, the student will still not be able to register.

2. Choose the course for which you are granting the override.

Click "Submit"

Faculty and Advisors • Registration Overrides

## Registration Overrides

Override

Instructor Approval

Course

9734-SPA 102 F

 Add Override

Submit

The override is complete (you will see this message displayed). It will also be listed below under "Current Student Overrides".

Faculty and Advisors » Registration Overrides

Save Successful

### Registration Overrides

Override:  Course:  [+ Add Override](#)

[← Back to ID Selection](#)

### Current Student Overrides

Override	Course	Activity Date	Entered by
Instructor Approval	9734 - SPA	08/25/2022	<input type="button" value=""/>

Results found: 1

Page 1 of 1 Per Page 1000