

Registration Overrides – Are done in BannerWeb by the primary instructor of a course to:

- waive course Pre-requisites or Class or Major restrictions, and
- grant approvals for “approval-required” courses.

How do I enter an override or an approval for a Student?

If you are entering BannerWeb specifically to grant an override and you haven't yet selected a term in which to work, you can select the fourth item on the “Faculty Services” Menu in BannerWeb. First it will prompt you to enter the term in which you wish to grant the override or approval (that is the term for which the students are registering).

If, however, you have been in BannerWeb doing other things, you will first have to select/reset the term in which you need to grant the override by selecting the first link, “Term Selection” and pick the term in which the students are registering.

If you are providing several student overrides, then you will need to return to the Faculty Services Menu to identify/reset the student first (second item on the menu), before selecting “Registration Overrides” link.

BannerWeb: Self-Service Access to Banner

[Personal Information](#) [Student Records & Registration](#) **[Faculty Services](#)** [Employee](#) [WebTailor](#) [Finance](#)

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Faculty Services

Term Selection
Use this link to change the term with which you are working.

Select Student ID
Use this link to change the student with which you are working.

Course Reference Number (CRN) Selection
Use this link to change the course with which you are working. Or use your Schedule by Day and Time to select different courses.

Registration Overrides

Faculty Detail Schedule

Faculty Schedule by Day and Time

Detail Class List

Summary Class List

Downloadable Class Roster
Class roster ready for import into excel or other programs.

Detail Wait List

Summary Wait List

Student Information Menu
Display Advisee Alternate PINs and other student information; View a student's schedule; Process registration overrides.

Advisor Menu
View an advisee's transcript.

Course Requirements and Restrictions
Display the Banner Course Catalog of restrictions and prerequisites.

Middlebury Web Catalog Link
See the online version of the Middlebury Course Catalog with course descriptions, prerequisites, etc.

Scheduling Office Web Page -Class and Exam Schedule Link
Link to the Middlebury Scheduling Office web page for Schedule by Department, full Schedule and/or Final Exam Schedule.

Registrar's Office Web Link
Link to the Middlebury Registrar's Office web page.

Fall Semester Schedule
View Fall semester schedule including meeting times and location.

Spring Semester Schedule
View Spring semester schedule including meeting times and location.

List of Departmental Overrides and Approvals
List of all overrides issued for courses within a subject area.

What do I need to do to grant the override or approval?

After selecting the term and the student, click on the Registration Overrides link and select the type of override you are granting as well as the course for which this pertains. See below.

Search Go

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Faculty Registration Permits/Overrides Spring 2004

Information for [Michael Middlebury](#)
Welcome to the Faculty Registration Permits/Overrides Worksheet.

If the word "Confidential" appears next to a student's name, his/her personal information is confidential.
You may click on the student's name to view his/her address and phone information.

Registration Overrides

Override	Course
None	None
None	None
Waive Class Restriction	None
Waive Major Restriction	None
Waive Prerequisite(s)	None
Waive Prereq, Major and Class	None
Instructor Approval	None

Step 1. Select the type of restriction you are waiving OR select the Instructor Approval option, depending on the course requirements, from the Override column. Step 2. Select only the Lecture section of the course needing the override or approval from the right-hand Course column.

<Submit>

Registration Overrides

Override	Course
Waive Major Restriction	None
None	None
None	20179 - BIOL 0190 A
None	None

Faculty Registration Overrides Confirmation

Below are the override requests you entered. Please confirm by clicking Commit Changes.

Registration Overrides

Override	CRN	Course Number	Section	Student	Activity Date
Waive Major Restriction	20179	BIOL	0190	A	Michael Middlebury Oct 19, 2003

Step 3. Review and confirm your override request and <Submit>

Step 4. Check that your registration override was saved successfully.

Information for [Michael Middlebury](#)
Welcome to the Faculty Registration Permits/Overrides Worksheet.
The registration overrides you entered have been saved successfully.

How does the student know if I have granted the override or approval?

The student will see from his or her own BannerWeb for Student page when an override has been granted, by course and by type of restriction being waived or approval granted. See screenshot below.

Can I undo an override I have granted by mistake, e.g., for the wrong course I am teaching?

If you need to undo a waiver or approval you have granted via the BannerWeb for Faculty, please contact your department coordinator or the Registrar's Office at 443-5770, or send an email to: Registrar's Office@middlebury.edu.

Address https://bannerweb.middlebury.edu/pntr/plsq/bwskrsta.P_RegsStatusDisp Links >>

Registration Status information for Michael Middlebury

Displayed below are various items which may affect your registration. Your Registration Window, Academic Standing, Student Status, Class, and Curriculum may prevent registration or restrict the courses you will be permitted to select.

Alternate PINs need to be obtained from your advisor in order to register.

You may register during the following times

From	Begin Time To	End Time
Nov 20, 2003	07:00 am	Nov 22, 2003 07:00 am

You have no Holds which prevent registration.
 Your Academic Standing permits registration.
 Your Student Status permits registration.

Your Class for registration purposes is First Semester Sophomore.

Registration Permits and Overrides

Permit/Override	CRN	Subject	Course
Waive Major Restriction	20179	BIOL	0190 Ecology

Curriculum Information

Done

This is what the student will see when they enter their own BannerWeb for Student "Check Registration Status" page. Students still must register for the course once an override or approval is granted.

The student will see any override that has been granted, the course it is for, and what type of override they were granted. Remember, it is up to the faculty member to decide which restrictions they want to override and when they are granted.

In order to grant an "Instructor Approval" override, the course must be set up as an Approval course. If you need to check what restriction you put on a course, go to the "Course Requirements and Restrictions" link toward the bottom of your Faculty Services menu, or to the Course Schedule on the web.

NOTE: A summary list of approvals and overrides granted, by department, can be viewed from the link at the bottom of the faculty services menu.

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