

Registration Overrides & Approvals in BannerWeb for Faculty are entered only by the primary instructor to:

- waive course Pre-requisites, Class, Major restrictions, or Screening conflicts
- 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 fifth item on the “Faculty Services” Menu in BannerWeb “Registration Overrides”. 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 for 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.

Students can be selected using their ID# if they have provided it to you, or by searching all or part of their name and then selecting the name from the drop-down box.

The screenshot shows the BannerWeb interface. At the top, there are three tabs: "Personal Information", "Student Records & Registration", and "Faculty Services". Below the tabs is a search bar with a "Go" button. The "Faculty Services" section is highlighted in blue. Underneath, there are several links and descriptions:

- Term Selection**: Use this link to change the term with which you are working.
- GRADES:**
 - Grade Roster for ALL Students**: This roster contains all students enrolled in courses this term.
 - Faculty Grade Summary**: Your record of grades submitted will remain here after the entry deadline.
- Course Selection: Course Reference Number (CRN)**: Use this link to change the course with which you are working.
- Registration Overrides**: An arrow points to this link.
- Faculty Detail Schedule**
- Faculty Schedule: Week at a Glance - 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 Advisee Information Menu**: View Advisee and their student information, transcripts, and course schedules.

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.

Remember, it is up to the instructor to decide which restrictions they want to override and when they are granted.

Faculty Registration Permits/Overrides

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 to be kept confidential.

You may click on the student's name to view his/her address and phone information.

Registration Overrides

| Override | Course |
|-------------------------------|---------------------|
| None | 20046 - AMST 0710 A |
| None | None |
| Waive Class Restriction | None |
| Waive Major Restriction | None |
| Waive Prerequisite(s) | |
| Waive Prereq, Major and Class | |
| Instructor Approval | |
| Screening Waiver | |

Current Student Overrides

| Override | Course | Activity Date | Entered by |
|-------------------------------|-------------|---------------|------------|
| Waive Class Restriction | - ECON 0445 | Nov 10, 2010 | KWEISS |
| Waive Prereq, Major and Class | - PSYC 0305 | Nov 12, 2010 | KWEISS |

Step 1. Select the type of restriction you are overriding 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.

Click "Submit" and Verify the Student

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 |
|---------------------|-------|---------------|---------|---------|---------------------------------|
| Instructor Approval | 20046 | AMST | 0710 | A | Michael Middlebury Jan 25, 2011 |

Submit

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

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

When successfully completed you will see your transaction on the list of Current Overrides for this student at the bottom of the page.

Faculty Registration Permits/Overrides

Information for Michael Middlebury

Welcome to the Faculty Registration Permits/Overrides Worksheet.

The registration overrides you entered have been saved successfully.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept 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 |
| None | None |

Submit

Current Student Overrides

| Override | Course | Activity Date | Entered by |
|-------------------------------|---------------------|---------------|------------|
| Waive Class Restriction | - ECON 0445 | Nov 10, 2010 | KWEISS |
| Waive Prereq, Major and Class | - PSYC 0305 | Nov 12, 2010 | KWEISS |
| Instructor Approval | 20046 - AMST 0710 A | Jan 25, 2011 | WWW_USER |


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@middlebury.edu.

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.

Check Your Registration Status: 00888888 Michael Middlebury
Spring 2011
Jan 25, 2011 03:42 pm

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

Registration Holds: A Yellow "!" triangle, "You have Holds that Prevent Registration" will display below if you have registration hold/s. Click the "View Holds" link at the bottom of this page to see what types of holds you have and how to release them.

TIME-TICKETS FOR SPRING 2011 WILL BE ASSIGNED ON 11/4/10:

You may register during the following times

| From | Begin Time To | End Time |
|-----------------------|-----------------------|----------|
| Nov 12, 2010 07:00 am | Nov 19, 2010 07:00 am | |
| Nov 29, 2010 08:00 am | Feb 18, 2011 05:00 pm | |

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

Your Class for registration purposes is 0-2.99 Credits.

Registration Permits and Overrides

| Permit/Override | CRN | Subject | Course |
|-------------------------------|-------|---------|----------------------------|
| Waive Class Restriction | | ECON | 0445 International Finance |
| Waive Prereq, Major and Class | | PSYC | 0305 Cognitive Psychology |
| Instructor Approval | 20046 | AMST | 0710 Honors Thesis |

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

NOTE: In order to grant an "Instructor Approval" override, the course must be set up as an Approval course

Also, a summary list of approvals and overrides granted by department can be viewed by the Department Chair or Program Director from the link toward the bottom of the faculty services menu.

- [Student Advisee Information Menu](#)
View Advisee and their student information, transcripts, and course schedules.
- [Middlebury Fall Schedule](#)
- [Middlebury Winter Schedule](#)
- [Middlebury Spring Schedule](#)
- [Middlebury Scheduling Office Web Page - Class & Exam Schedule](#)
- [Middlebury Web Catalog](#)
See the online version of the Middlebury Course Catalog with course descriptions, prerequisites, etc.
- [Middlebury Registrar's Office](#)
- [List of Departmental Overrides and Approvals](#)
List of all overrides issued for courses within a subject area during Middlebury Web Registration.
- [Monterey Institute Fall Schedule](#)
- [Monterey Institute Summer Schedule](#)
- [Monterey Institute Spring Schedule](#)
- [Monterey Records Office](#)
- [Course Registration Counts](#)
Course Registration counts by department. Available for Department Chairs, Program Directors, and Academic Deans only.
- [Current Advisee List](#)
View list of current advisees and their majors. For Web Registration view **Alternate PINs** here too.