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.

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.
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

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.
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:**

![Screen shot showing registration status](image)

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.