- The process for adding students involves two steps.
    - faculty **enter an approval** in BannerWeb.
    - students register themselves in the course.
    - <u>Here's how to enter an approval</u>:
        - Go to your BannerWeb - Faculty Services Menu
        - Select 'Registration Overrides'
        - At the Term prompt, select 'Winter 2021'
        - Search for the student by their 8-digit ID#, if provided, or by searching by First and/or Last Name. ('Select' and then 'Submit', if multiple names appear with your provided criteria.)
        - Select "Instructor Approval" and select the related Course Section; repeat for all sections of this course for which you have seats available or are willing to allow the student to add. Then click Submit.
        - Confirm your Student and Approvals by clicking a second 'Submit' button

- Please remember to <u>enter approvals for all sections of your course</u> (lecture, lab, discussion, drill, screening)

- Any student who has approval to register in Banner will be able to do so, even if it exceeds your enrollment cap. Faculty need to monitor their enrollments to account for registered students and any approvals granted.

- If a student is on a Banner waitlist, they will need an approval to add the course (see above).