

# Applying Overrides



BannerWeb: Self-Service Access to Banner

Personal Information | Student Records & Registration | **Faculty Services** | Employee | WebTailor | Finance

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### Faculty Services

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

**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.

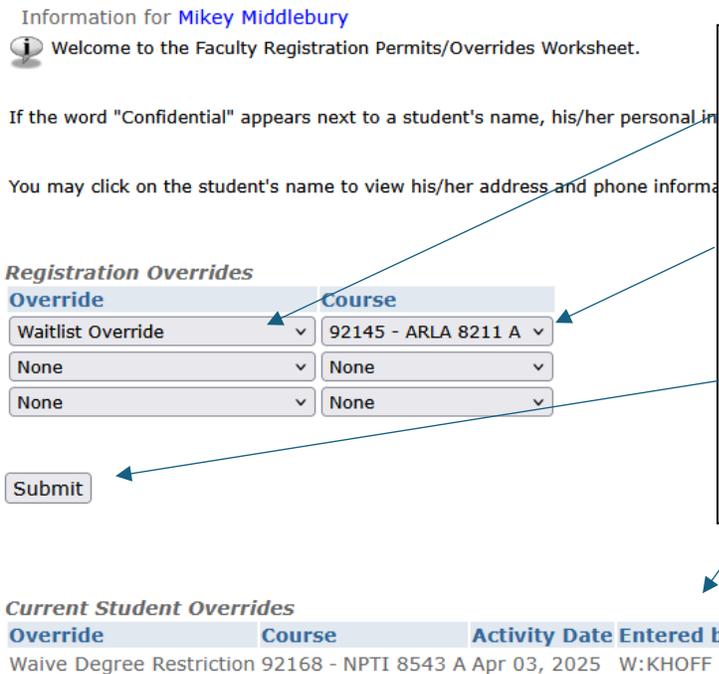
**Registration Overrides** ←

Faculty Detail Schedule

Faculty Schedule: Week at a Glance - by Day and Time

**Note: If you are providing several student overrides, use the “ID Selection” link from the bottom of the override screen after you have entered your first override.**

## Faculty Registration Permits/Overrides



Information for **Mikey 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
Waitlist Override	92145 - ARLA 8211 A
None	None
None	None

### Current Student Overrides

Override	Course	Activity Date	Entered by
Waive Degree Restriction	92168 - NPTI 8543 A	Apr 03, 2025	W:KHOFF

**Step 1.** Select the type of restriction you are waiving OR select the Faculty Approval option, depending on the course requirements, from the Override column.

**Step 2.** Select the section of the course needing the override or approval from the right-hand Course column.

**Step 3.** SUBMIT.

Note: Overrides already granted for this student appear below.

Once you SUBMIT the override and course you will get a confirmation page which you MUST also SUBMIT (Step 4):

## 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	Pronoun	Prefix	Activity Date
Waitlist/Override	92145	ARLA	8211	A	Mikey Middlebury	Prefer Name Only	Mr.	Apr 03, 2025

## Faculty Registration Permits/Overrides

Information for [Mikey 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

### Current Student Overrides

Override	Course	Activity Date	Entered by
Waive Degree Restriction	92168 - NPTI 8543 A	Apr 03, 2025	W:KHOFF
Waitlist Override	92145 - ARLA 8211 A	Apr 03, 2025	W:KHOFF

**Step 5. Check that your registration override was saved successfully.**

[Return to Previous](#)

[\[ ID Selection | Student Schedule | Student Information | Student Address and Phones \]](#)

### ID Selection

Enter:

1. The 8-digit ID of the Student or Advisee you want to process. (Remember to enter leading zeros to make the ID 8 digits.)  
OR, if you are the student's adviser or current instructor you could use the name search:
  2. Partial names, a student search type, or a combination of both.
- Then select Submit.

Student or Advisee ID:

OR

Student and Advisee Query

Last Name:

First Name:

Search Type:  Students  
 Advisees  
 Both  
 All

[Return to Previous](#)

[\[ ID Selection | Student Schedule | Student Information | Student Address and Phones \]](#)

**\*\* If entering multiple student registration overrides, select "ID Selection" link from the bottom of the override screen. Enter new Student ID when prompted and then click Registration Overrides from the new menu displayed.**

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Term Selection

**Registration Overrides**

ID Selection

View Student Information

View Student Address and Phones

View Student E-mail Address

View Student Schedule

**Display Advisees**

View Student Advisee information and transcripts, and Alternate PINs during web registration.

Student Academic Transcript

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

The student will see any overrides granted from his or her own BannerWeb for Student, “Check Your Registration” web 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 in BannerWeb, please contact the Records Office.

**Have I guaranteed a student a seat in the course by granting an override or approval?**

Generally no, students must register for the class when their registration “window” opens. If a student has access early in the registration period then they may be more likely to get a seat.

It is up to the faculty member to decide which restrictions they want to override and when they are granted for this reason.

Also, faculty can decide which restrictions to override. For example, they may wish to override the Graduate School restriction, but not the prerequisites so BannerWeb can still check for this.

Reminder: Faculty now have the ability to allow students off of the waitlist (if a waitlist has started). When the Waitlist override code is applied to a students record, the student **MUST** access Banner9 and change the selection from “Waitlist” to “Registered”. The Waitlist code overrides course capacity, faculty should pay close attention to their enrollments to ensure they don’t unintentionally over-enroll their course.