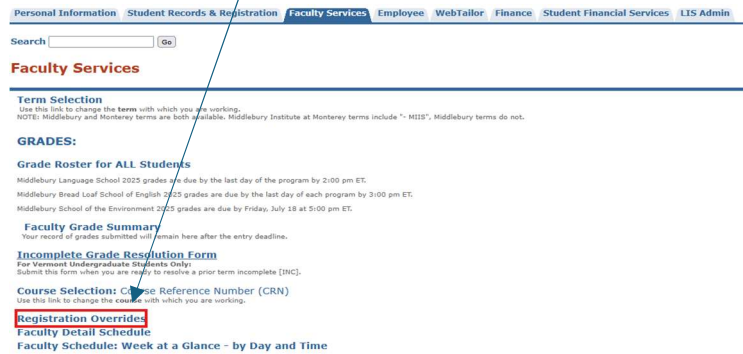


Entering Waiver, Overrides or Approvals

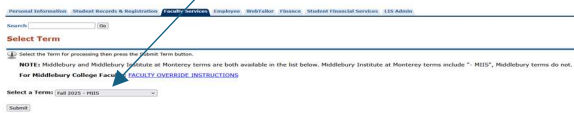
1. Select the “**Registration Overrides**” link on the Faculty Services Menu in BannerWeb.



The screenshot shows the BannerWeb interface. At the top, there is a navigation bar with links: Personal Information, Student Records & Registration, Faculty Services, Employee, WebTailor, Finance, Student Financial Services, and LIS Admin. Below this is a search bar with a 'Go' button. The 'Faculty Services' section is expanded, showing several links: Term Selection, GRADES: Grade Roster for ALL Students, Faculty Grade Summary, Incomplete Grade Resolution Form, Course Selection: Choose Reference Number (CRN), **Registration Overrides** (highlighted with a red box), Faculty Detail Schedule, and Faculty Schedule: Week at a Glance - by Day and Time. A blue arrow points from the 'Registration Overrides' link to the first step of the process.

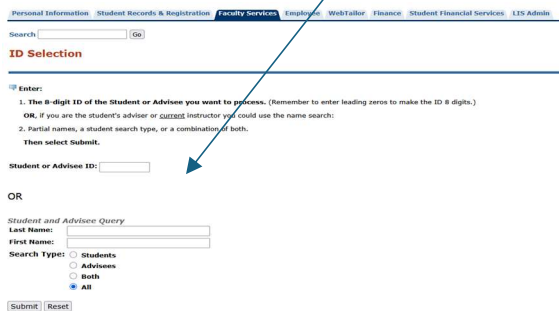
2. Choose the correct **term** from the drop down menu (MIIS terms end in “**-MIIS**”) and search for student:

- **Select term:**



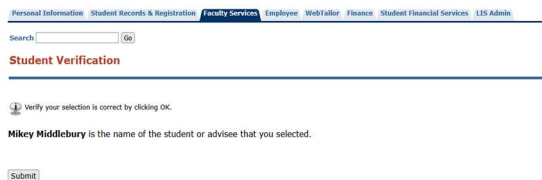
The screenshot shows the 'Select Term' dropdown menu. It includes a search bar with a 'Go' button. Below the search bar, there is a list of terms. The term 'Fall 2025 - MIIS' is selected. A blue arrow points from the 'Select term:' label to this dropdown menu.

- **Search for Student (ID or first/last name):**



The screenshot shows the 'ID Selection' form. It includes a search bar with a 'Go' button. Below the search bar, there is a section titled 'Enter:' with instructions: '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.)' and '2. Partial names, a student search type, or a combination of both.' There is a 'Submit' button. A blue arrow points from the 'Search for Student (ID or first/last name):' label to the 'Enter:' section.

- **Example Student Selection**



The screenshot shows the 'Student Verification' form. It includes a search bar with a 'Go' button. Below the search bar, there is a section titled 'Verify your selection is correct by clicking OK.' with a message: 'Mikey Middlebury is the name of the student or advisee that you selected.' There is a 'Submit' button.

3. Select the type of **override** you are granting as well as the **course** to which this pertains and press **“Submit”**.

Personal Information Student Records & Registration Faculty Services Employee WebTeller Finance Student Financial Services LIS Admin

Search [Go]

Faculty Registration Overrides

Information for Mikey Middlebury
Welcome to the Faculty Registration 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	Course	Activity Date Entered by
None	92118 - TRLM 8620 A	
None	None	
None	None	
Faculty Approval		
Waive Corequisite Restriction		
Waive Degree Restriction		
Waive Field of Study Restriction		
Waive Grad School Restriction		
Waive Prerequisite Restriction		
Waive Program Restriction		
Waitlist Override		
Waive All Restrictions		
Waitlist Override		
Waitlist Override		
Waitlist Override		

4. Select the **“Submit”** button again on the confirmation page.

Personal Information Student Records & Registration Faculty Services Employee WebTeller Finance Student Financial Services LIS Admin

Search [Go]

Faculty Registration Overrides Confirmation

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

Registration Overrides	CRN	Course Number	Section	Student	Pronoun	Profile Activity Date
Waitlist Override	92118	TRLM	8620	A	Mikey Middlebury	Aug 07, 2025

[Submit]

5. Final screen will display **successful addition of override** as well as **other overrides** added to this student's record.

Information for Mikey Middlebury
Welcome to the Faculty Registration 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	Course
None	None
None	None
None	None

[Submit]

Current Student Overrides

Override	Course	Activity Date Entered by
Faculty Approval	92104 - CHLA 8461 A	Aug 06, 2025 KHOF
Waive Degree Restriction	92168 - NPTI 8543 A	Apr 03, 2025 W:KHOF
Waitlist Override	92145 - ARLA 8211 A	Apr 03, 2025 W:KHOF
Waitlist Override	90063 - TIAG 8501 A	Apr 18, 2025 KHOF
Waitlist Override	92118 - TRLM 8620 A	Aug 07, 2025 W:KHOF

6. If applying overrides to multiple students, select **“ID selection”** at the bottom of the page.

Return to Previous

[ID Selection] Student Schedule Student Information Student Address and Phone

7. Begin the process again by selecting **“Registration Overrides”**

Personal Information Student Records & Registration Faculty Services Employee WebTeller Finance Student Financial Services LIS Admin

Search [Go]

Student Information

Term Selection

Registration Overrides

ID Selection

View Student Information

View Student Address and Phone

View Student E-mail Address

View Student Schedule

Display Advises

View Student Advises information and transcripts, and alternate IDs during registration.

Student Academic Transcript

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.

If you’ve added the new “Waitlist override” for a student the student MUST access their Banner9 web registration interface to update the registration status for the class.

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 the override or approval?

The **Waitlist override** will allow students that have had the waiver applied to their student account to register for a class that has a waitlist started. It is important to monitor your class capacity after a waitlist has started and you begin assigning **Waitlist overrides**.

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.