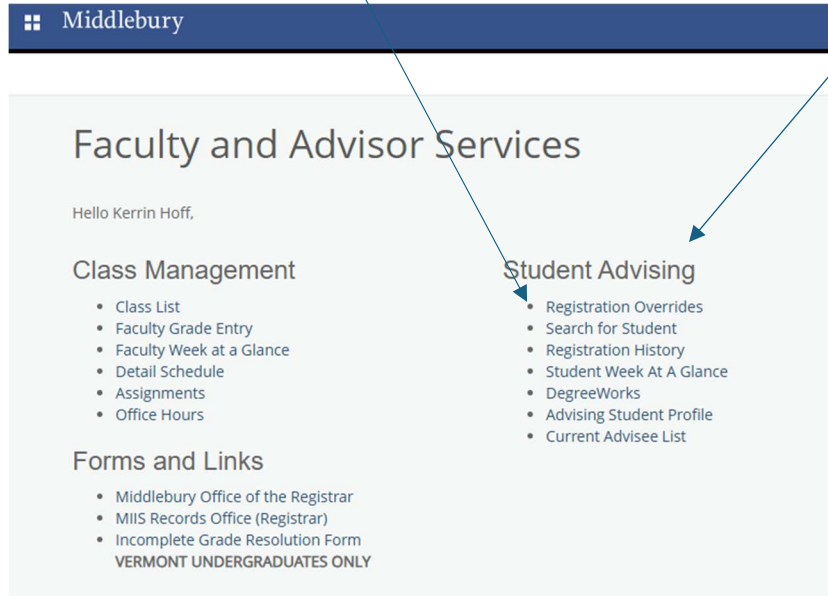


Entering Waivers, Override or Approval in Banner9

1. Select the “Registration Overrides” link under the “Student Advising” Header:



Middlebury

Faculty and Advisor Services

Hello Kerrin Hoff,

Class Management

- Class List
- Faculty Grade Entry
- Faculty Week at a Glance
- Detail Schedule
- Assignments
- Office Hours

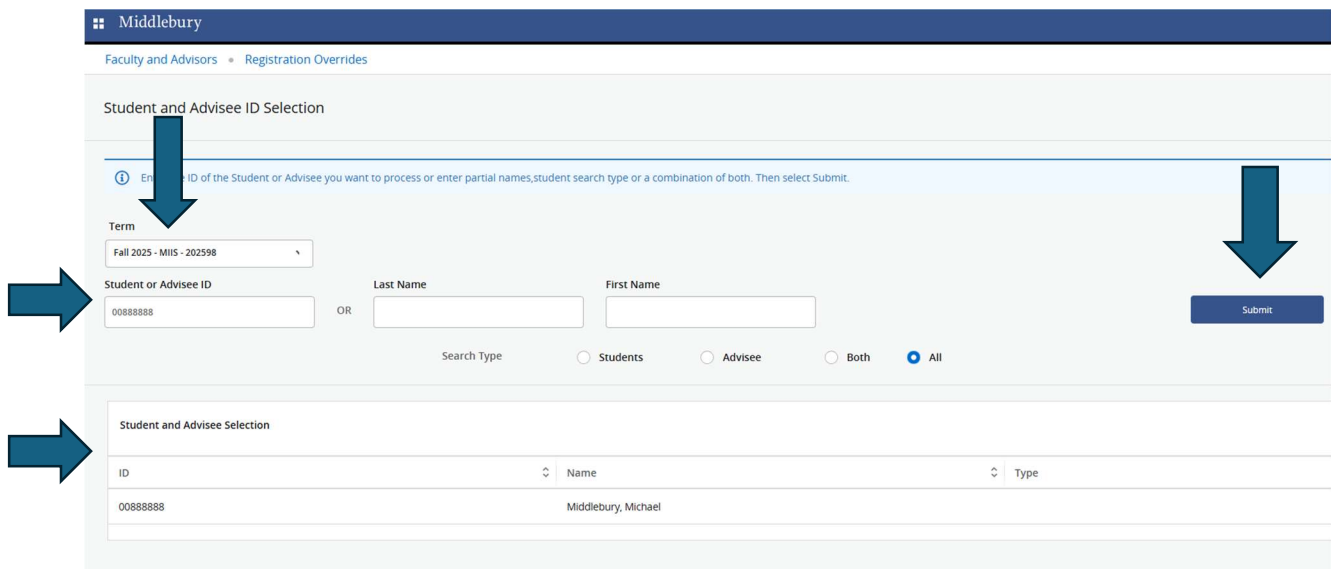
Student Advising

- Registration Overrides
- Search for Student
- Registration History
- Student Week At A Glance
- DegreeWorks
- Advising Student Profile
- Current Advisee List

Forms and Links

- Middlebury Office of the Registrar
- MIIS Records Office (Registrar)
- Incomplete Grade Resolution Form
VERMONT UNDERGRADUATES ONLY

2. Choose the correct term from the “term” drop down menu (MIIS terms end with -MIIS) and search for student by ID or name, then press “submit” the students name will appear in the Student and Advisee Selection window, click on the students name:



Middlebury

Faculty and Advisors » Registration Overrides

Student and Advisee ID Selection

Enter ID of the Student or Advisee you want to process or enter partial names, student search type or a combination of both. Then select Submit.

Term
Fall 2025 - MIIS - 202598

Student or Advisee ID: 00888888 OR Last Name: First Name:

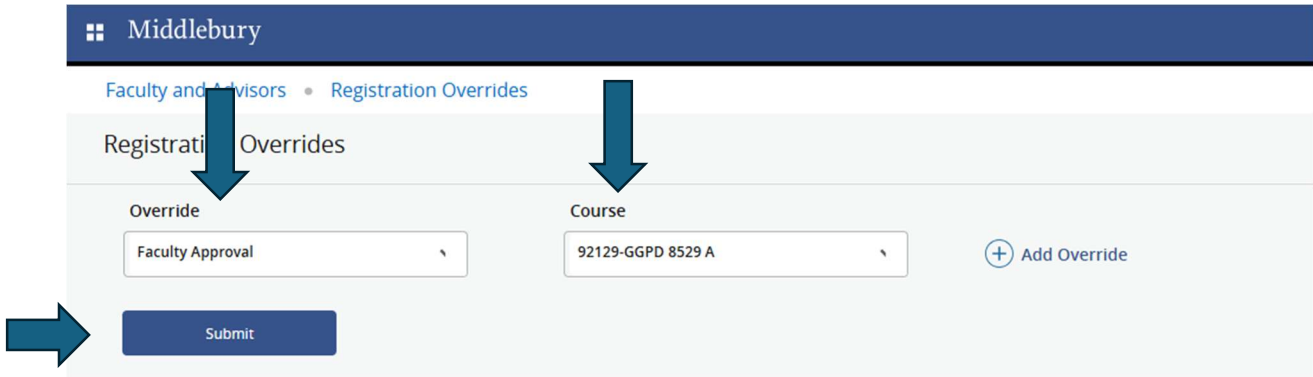
Search Type: ☐ Students ☐ Advisee ☐ Both ☒ All

Submit

Student and Advisee Selection

ID	Name	Type
00888888	Middlebury, Michael	

3. Select the Override type and accompanying course from the drop down menus, then click on “Submit”



The screenshot shows the Middlebury Registration Overrides form. A blue header bar contains the Middlebury logo and the text "Middlebury". Below the header, the breadcrumb "Faculty and Advisors • Registration Overrides" is visible. The main heading is "Registration Overrides". There are two dropdown menus: "Override" with "Faculty Approval" selected, and "Course" with "92129-GGPD 8529 A" selected. To the right of these is a "+ Add Override" button. Below the dropdowns is a blue "Submit" button. Three blue arrows point to the "Override" dropdown, the "Course" dropdown, and the "Submit" button.

Middlebury

Faculty and Advisors • Registration Overrides

Registration Overrides

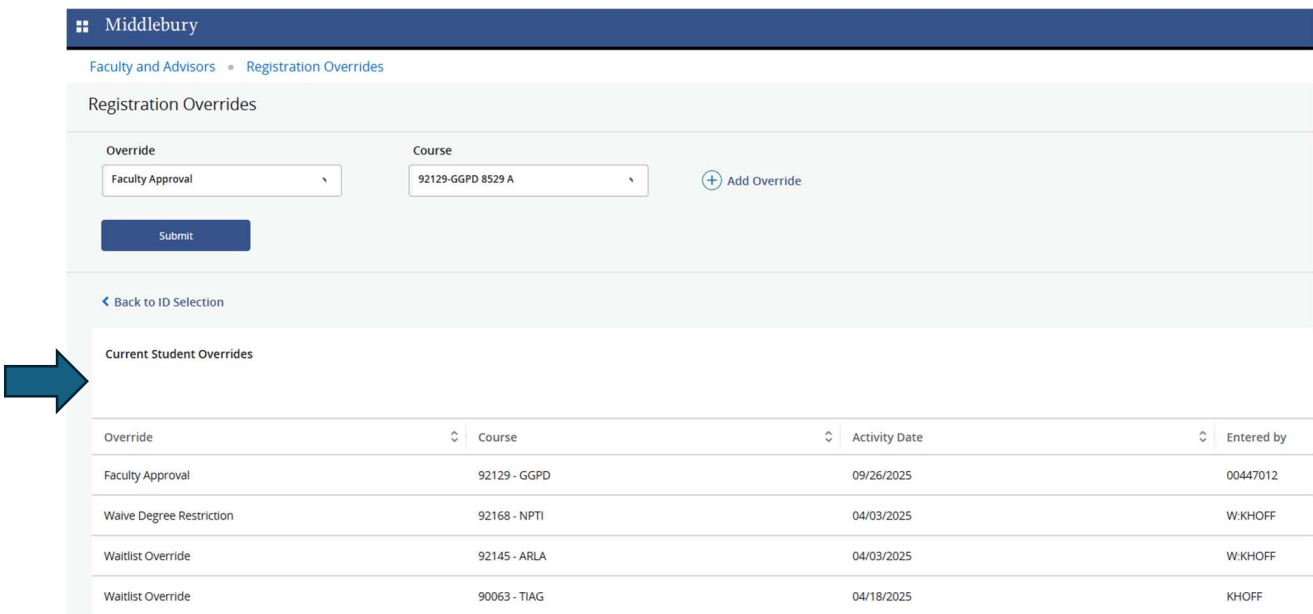
Override: Faculty Approval

Course: 92129-GGPD 8529 A

+ Add Override

Submit

4. The applied override will appear in the window titled “Current Student Overrides” as well as any other override that has been added for the student:



The screenshot shows the Middlebury Current Student Overrides table. A blue header bar contains the Middlebury logo and the text "Middlebury". Below the header, the breadcrumb "Faculty and Advisors • Registration Overrides" is visible. The main heading is "Registration Overrides". There are two dropdown menus: "Override" with "Faculty Approval" selected, and "Course" with "92129-GGPD 8529 A" selected. To the right of these is a "+ Add Override" button. Below the dropdowns is a blue "Submit" button. Below the "Submit" button is a link "Back to ID Selection". Below the link is the heading "Current Student Overrides". Below the heading is a table with four columns: "Override", "Course", "Activity Date", and "Entered by". The table contains four rows of data. A blue arrow points to the "Current Student Overrides" heading.

Middlebury

Faculty and Advisors • Registration Overrides

Registration Overrides

Override: Faculty Approval

Course: 92129-GGPD 8529 A

+ Add Override

Submit

Back to ID Selection

Current Student Overrides

Override	Course	Activity Date	Entered by
Faculty Approval	92129 - GGPD	09/26/2025	00447012
Waive Degree Restriction	92168 - NPTI	04/03/2025	W:KHOFF
Waitlist Override	92145 - ARLA	04/03/2025	W:KHOFF
Waitlist Override	90063 - TIAG	04/18/2025	KHOFF