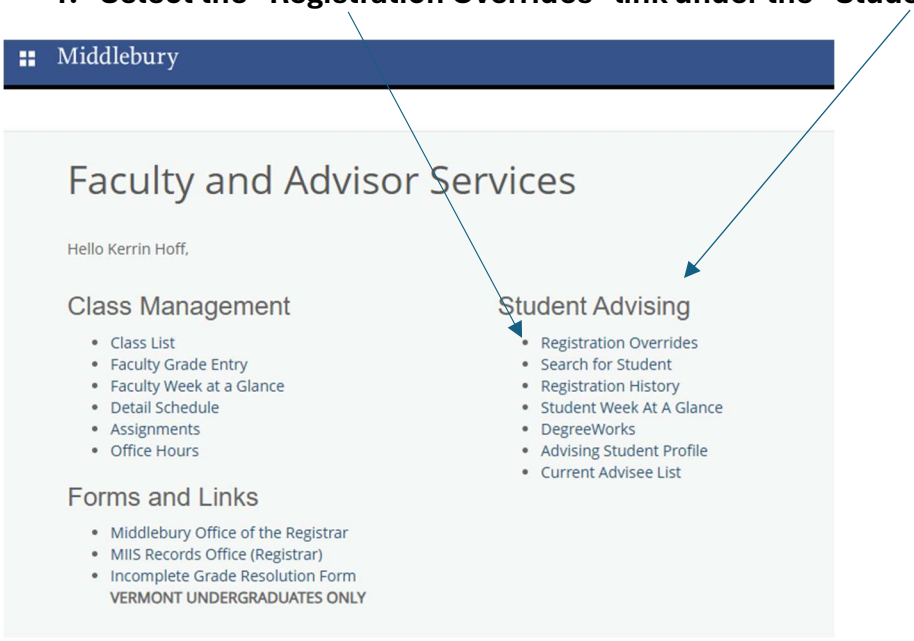
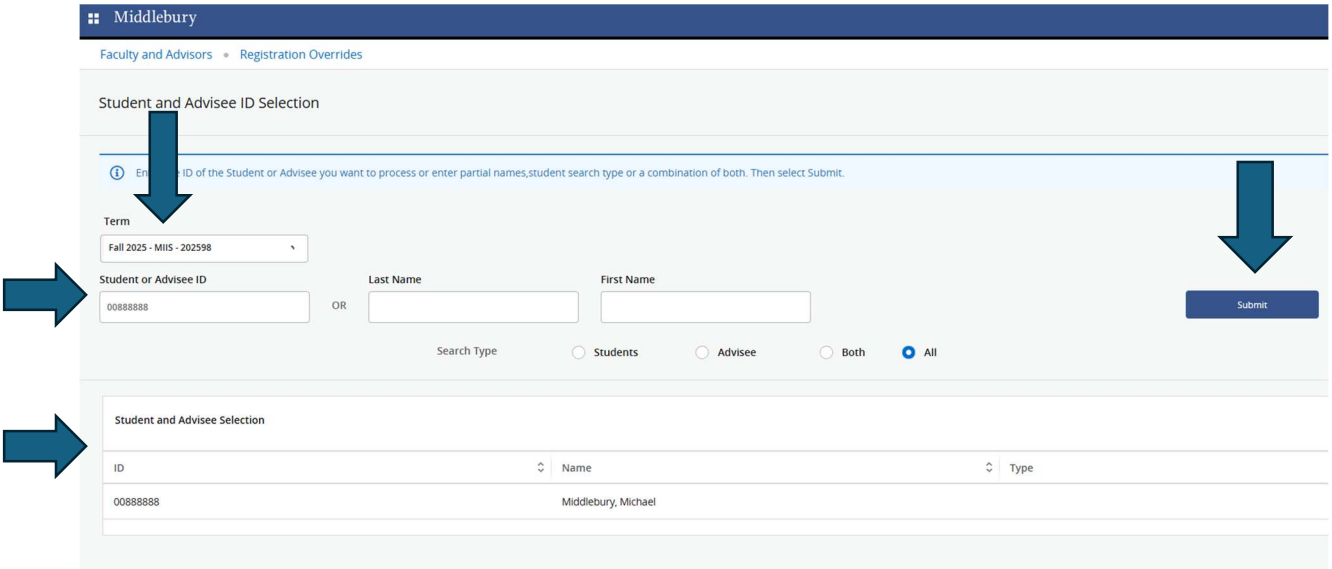
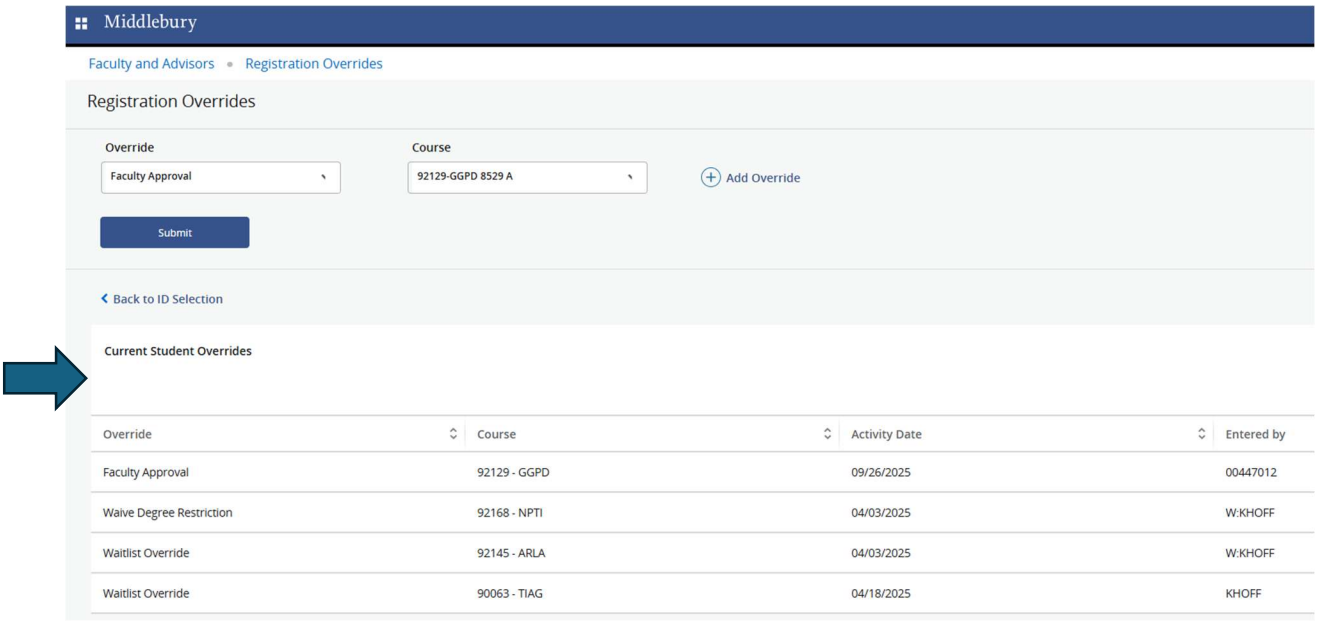
Entering Waivers, Override or Approval in Banner9

1. **Select the "Registration Overrides" link under the "Student Advising" Header:**



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:**



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