

From the Registrar's Office

Faculty Instructions for Registration Overrides

Through *BannerWeb*, faculty can complete registration overrides to allow students into their **own** courses. Below are the step-by-step instructions for completing overrides. Please contact the Registrar's Office at x7140 if you have any questions regarding this process.

1. Log onto *BannerWeb*.
2. Click on **Faculty Services**
 - a. Scroll to bottom of page and click on **Student Menu**.
 - b. Click on **Term Selection** and choose the correct term.
 - c. Scroll down the page and select the link **Registration Overrides**.
 - d. Click on **Enter Student ID Directly** and submit student's Stetson ID (i.e., the 800 number); the student's name will then be displayed.
 - e. Press **OK** if the name is correct.
 - f. Select the override you want (a description of the various override codes is on the back of this page) and click **Submit Changes**. *Remember, you can only override courses you are scheduled to teach.*
 - g. You will receive a confirmation page that lists the student and the course for which you are providing the override. If correct, click on **Commit Changes**.
3. If you wish to remove an override once you have put it in, you must call or e-mail the Registrar's Office. Overrides cannot be removed via *Banner Web*.

IMPORTANT NOTE: YOUR OVERRIDE DOES NOT REGISTER THE STUDENT. THE STUDENT MUST REGISTER FOR THE COURSE ON THE WEB *AFTER* YOU HAVE DONE THE OVERRIDE.

Banner Web Registration Override Codes and Descriptions

PI (Permission of Instructor) - This override code covers all scenarios, (EXCEPT TIME) including capacity, class (Junior/Senior), pre-requisites, co-requisites, duplicates, level (Undergrad/Grad), major, and repeats. In other words, this override code will override *all* reasons students may not be allowed to register for your course. If you will allow a student into your course regardless of the problem, you will want to use this code. If you do not use this code and you override "Class" (for example) to let a Junior into your Senior-only course and the course roster is full, the student will not be able to register, unless you also override capacity (CAP). **PI cannot be used to override Time.**

CAP (Capacity, Closed Courses) - This override only allows a student to register for a course that has been closed because it is full.

CLASS - This override allows a Sophomore into a course set up for Juniors only.

COR (Co-Requisites) - Use this code if a course has a co-requisite and you are going to allow the student in without it.

DUP (Duplicates) - This primarily applies to students in the School of Music who take multiple sections of MCE 101. If a student is taking different sections of the same course, this override allows the student to register for your class without any problems. Otherwise, the Banner system does not allow students to register for multiple sections of the same course.

LEVEL - If you are going to allow an undergraduate student to take a course set up for graduates only.

MAJOR - If you are going to allow a student into a course that is major restrictive and the student is not that major. **Note: Since the system does not recognize minors for overrides you would use this code to allow a student who has your department as their minor into a course set up for majors only.**

PRE (Prerequisites) - Overrides courses that have pre-requisites that the student has not taken, but you are willing to let the student take the course anyway.

REP (Repeats) - If a student has failed a course, dropped a course late (which resulted in a grade of "X"), or withdrawn from a course, they will not be able to register for that course without this override.

SPEC – if "Permission of Instructor", "Permission of Department", or "Permission of Dean" restricts the course, you may use this override code or the PI code.

TIME - If you have made arrangements with a student to take your class even though it overlaps with the time of another course he/she is registered for, you can override using TIME.

WAIT – You can use this override or you can use CAP (capacity) override to allow a student into your course that waitlisted your course.