Faculty Self Service Registration Override

A registration override is like your signature on a drop/add form. It is a permission entry that an instructor places on a student’s record in Faculty Self Service that allows a student to register online for a CRN (course reference number) for which they would normally be ineligible (pre-requisites not met, class closed, instructor permission required, etc). The entry the instructor puts on the student record DOES NOT REGISTER THE STUDENT for the class, but gives the student the permission to do so. The student must still register for the class online.

Steps

1. Student contacts you (the instructor) via email or in person, to request an override.
2. Log in to the Banner Student System (found on the Registrar’s page). Enter your username and password (same as your Skidmore email password). Click Login.
3. Select Faculty Services.
4. Select Registration Overrides.
5. If the appropriate term is not being displayed, click on the drop down arrow and select the appropriate term. Click Submit.

6. Enter either the Student’s ID (7 digit Skidmore ID prefixed by two zeroes) OR query by the student’s last/first name. Search Type should always be set to “All”. Click Submit.
7. If doing a student search, a Student and Advisee ID Selection form is displayed with that student. If the search is correct, click Submit.

8. The Registration Overrides form displays. Enter the overrides that the student has requested. Click Submit.

   In the example below, the instructor has added a closed course and pre-requisite override for student, Test Regis, in course 90090 – OIP 300 SPA. Another example, would be 90095 – PS 101 005 (90095 = CRN (Course Request Number), PS = Department, 101 = Course Number, 005 = Section Number.)

![Image of Registration Overrides form]

9. The Registration Overrides confirmation page displays. Validate that these overrides are what you requested. If so, click Submit.

![Image of Registration Overrides confirmation page]
10. A confirmation page is displayed that the overrides you entered have been successfully saved.

11. You have completed entering an override request.
12. To select another student, scroll down to the bottom of the page and select **ID Selection**.
13. Contact the student to let them know that they can add the course.