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.

6. **Enter either the Student's ID (7 digit Skidmore ID prefixed by two zeroes) OR query by the student's last/first name. Click Submit. Search cannot be done on students' preferred first name. If you are unsure, try with just the last name.**
7. The student's name will display on the bottom of the page, click on the ID #.

8. The Registration Overrides form displays. Enter the overrides that the student has requested.
   Override: click on the drop down and select the type of override.
   Course: click on the drop down and select the course overriding.
   Once you have entered an override, if another one is needed click **Add Override**.
   Click **Submit**.

9. Once you click Submit, the message "Save Successful" will display (top right of page).

10. For confirmation of the override, look under "Current Student Overrides" the override should display there.

11. In the example above, the instructor has added a pre-requisite override for student, Test Regis, in course 90838 PS 210 001 and instructor permission required in 90869 PS 375 004.
12. You have completed entering an override request.

13. To select another student, click on **Back to ID Selection**.

14. Contact the student to let them know that they can add the course.