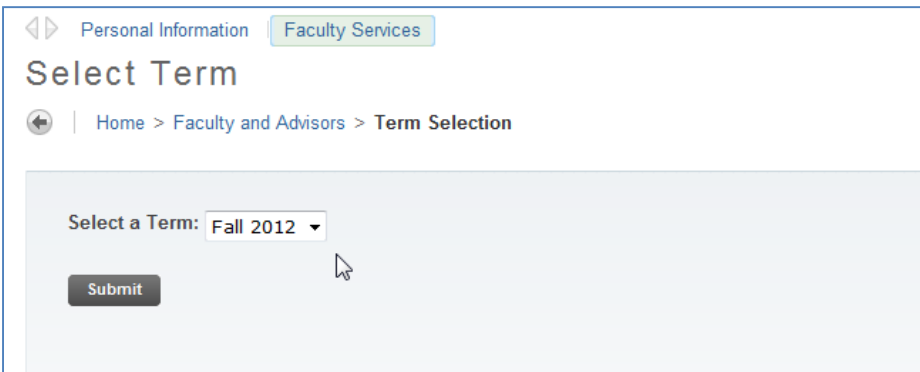


Faculty Self Service Registration Override

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.

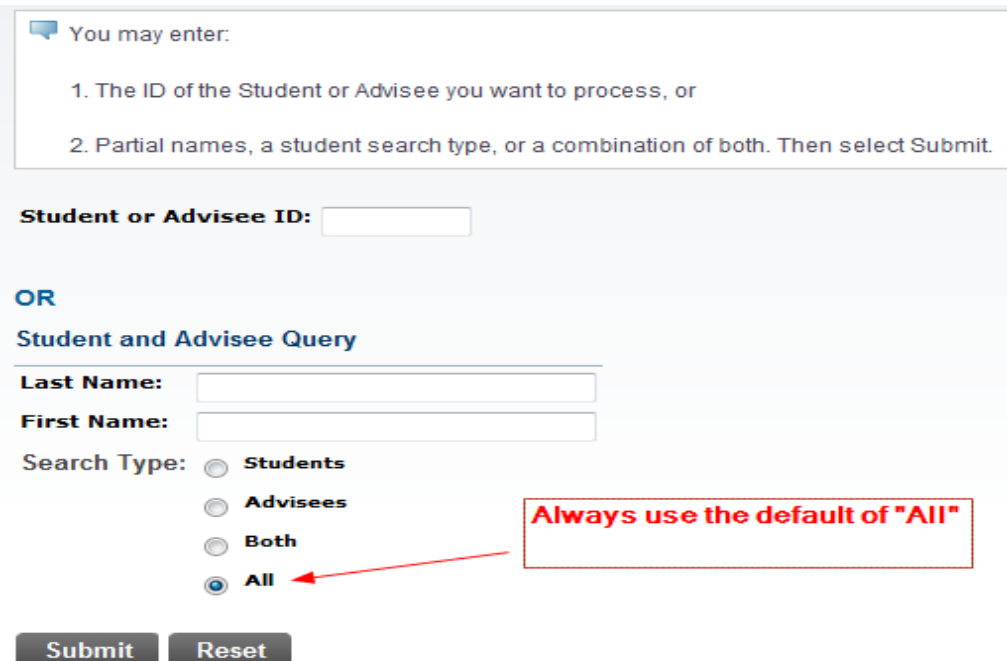
Steps

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**.



The screenshot shows a web interface with a breadcrumb trail: Home > Faculty and Advisors > Term Selection. There are two tabs: 'Personal Information' and 'Faculty Services'. The main heading is 'Select Term'. Below it is a dropdown menu labeled 'Select a Term:' with 'Fall 2012' selected. A 'Submit' button is located below the dropdown.

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**.



The screenshot shows a search form with the following elements:

- A message: "You may enter:"
- Two numbered instructions:
 1. The ID of the Student or Advisee you want to process, or
 2. Partial names, a student search type, or a combination of both. Then select Submit.
- A text input field labeled "Student or Advisee ID:"
- The word "OR" in blue.
- A section titled "Student and Advisee Query" containing:
 - A text input field for "Last Name:"
 - A text input field for "First Name:"
 - A "Search Type:" section with four radio button options: "Students", "Advisees", "Both", and "All". The "All" option is selected.
- A red box with the text "Always use the default of 'All'" and a red arrow pointing to the "All" radio button.
- Two buttons at the bottom: "Submit" and "Reset".

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.)

Personal Information Faculty Services

Registration Overrides

Home > Faculty and Advisors > Student Information Menu > Registration Overrides

Information for [Test Regis](#)

Registration Overrides

Override	Course
Closed Course	90090 - OIP 300 SPA
Pre-Requisite	90090 - OIP 300 SPA
None	None

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

Registration Overrides

Home > Faculty Registration Overrides Confirmation

These are the override requests you entered. Please confirm them by selecting Submit.


Registration Overrides

Override	CRN	Course	Number	Section	Student	Activity Date
Closed Course	90090	OIP	300	SPA	Test Regis	Mar 15, 2012
Pre-Requisite	90090	OIP	300	SPA	Test Regis	Mar 15, 2012

Submit

10. A confirmation page is displayed that the overrides you entered have been successfully saved.

Information for Test Regis

 The registration overrides you entered have been saved successfully.

Registration Overrides

Override	Course
None	None
None	None
None	None

Submit

Current Student Overrides

Override	Course	Activity Date	Entered by
Closed Course	90090 - OIP 300 SPA	Mar 15, 2012	WWW2_USER
Pre-Requisite	90090 - OIP 300 SPA	Mar 15, 2012	WWW2_USER

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.