

Entering Registration Overrides for Students

Registration overrides allow you to grant approval for students to register in your course when the course requires the permission of the instructor or when the student does not meet the prerequisites or other restrictions required to register.

There are four types of overrides that faculty may use:

Consent to Attempt Late Reg	Gives a student your permission to enroll in a course during late add period when faculty consent is required to register.
Override Pre-/Co-Requisites	Gives a student your permission to enroll in a course when the student has not met the pre-/co-requisites for that course.
Override Course Restrictions	Gives a student your permission to enroll in a course when there are course restrictions (such as student class or student major) and the student does not meet those restrictions.
Override Time Conflicts	Gives a student your permission to enroll in a course even when the course hours conflict with other course hours.

A single override does not override any other restriction for a course. **Submitting an override for a student does NOT register that student for the course.** Always direct your students to register from their own Banner Self-Service accounts once you have submitted the appropriate override(s).

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STEP 1

Log on to [Banner Self-Service](#).

STEP 2

From your Faculty Services dashboard, select Registration Overrides under Faculty Resources.

The screenshot shows the Faculty Services dashboard. At the top, there is a blue header with the 'ellucian' logo. Below the header, the page title 'Faculty Services' is displayed. A user profile picture and the text 'Hello [redacted]' are visible. A paragraph explains that this is the entry page for Banner Faculty and Advisors. Below this, there are two columns of resources: 'Faculty Resources' and 'Advising Resources'. In the 'Faculty Resources' list, 'Registration Overrides' is highlighted with a red rectangular box. Other items in the list include Class List, Final Grade Entry, Midterm Grade Entry, Faculty Detail Schedule, Faculty Week at a Glance, Active Assignments, Assignment History, Registration History, Student Week at a Glance, and Online Course Evaluation System. The 'Advising Resources' list includes SODA (Sewanee Online Degree Audit), Advisee List, and Student Search.

STEP 3

- Select the relevant term and enter Student or Advisee ID (or search by name). Click **Submit**.
- Click on the student under Student and Advisee Selection.

The screenshot shows the 'Registration Overrides' page. The breadcrumb trail at the top reads 'Faculty and Advisors > Registration Overrides'. The main heading is 'Student and Advisee ID Selection'. Below this, there is a light blue informational banner that says: 'Enter the ID of the Student or Advisee you want to process or enter partial names, student search type or a combination of both. Then select Submit.' The form includes a 'Term' dropdown menu with 'Easter Semester—2026 - 202620' selected. There are two input fields for 'Student or Advisee ID' and 'Last Name', with 'OR' between them. The 'Student or Advisee ID' field contains 'B00[redacted]62'. There is also a 'First Name' input field. A 'Submit' button is located to the right of the 'Last Name' and 'First Name' fields. Below the input fields, there are radio buttons for 'Search Type': 'Students', 'Advisee', 'Both', and 'All'. The 'All' radio button is selected. At the bottom, there is a table titled 'Student and Advisee Selection'. The table has columns for 'ID', 'Name', and 'Type'. The first row shows 'B00[redacted]62' in the 'ID' column and 'Ms. Student Name' in the 'Name' column.

STEP 4

Select the appropriate Override and Course from the drop down menus. You may submit multiple override types at the same time by selecting + Add Override. Click [Submit](#).

Faculty and Advisors » Registration Overrides

Registration Overrides

Override: Course: [+ Add Override](#)

[← Back to ID Selection](#)

Current Student Overrides

Override	Course	Activity Date	Entered by
Override Pre-/Co-Requisites	16323 - ENGL	11/13/2025	KR

STEP 5

Notify your student that you have entered the override(s) and they may now register for the course in their Banner Self-Service account.