Southern Illinois University
CARBONDALE

Enter Registration Overrides

This document provides an outline of the process faculty will use to enter registration overrides for students in Self-Service Banner (SSB).

Note: You will need to know the student's DAWG Tag to enter a Registration Override. Since each College has different guidelines for entering Overrides, it is assumed your College has a method for you to obtain the DAWG Tag of the student requesting the Override. We will not delineate those here.

Navigation

SalukiNet > **MyCourses Tab** > **Banner Student Information System link** > **Faculty and Advisors link**

Registration Overrides

- To begin select the **Registration Overrides** link from the **Faculty and Advisors Menu**.
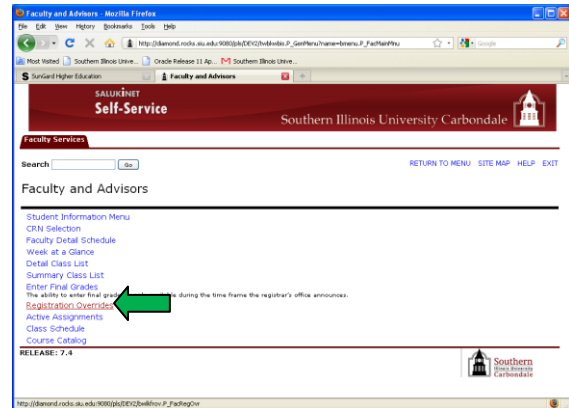
- If you haven't "**Selected a Term**" during the current session, you will be prompted to do so at this time.

- Presently, **Fall 2009** is the only option. To accept this default, click the **Submit** button.
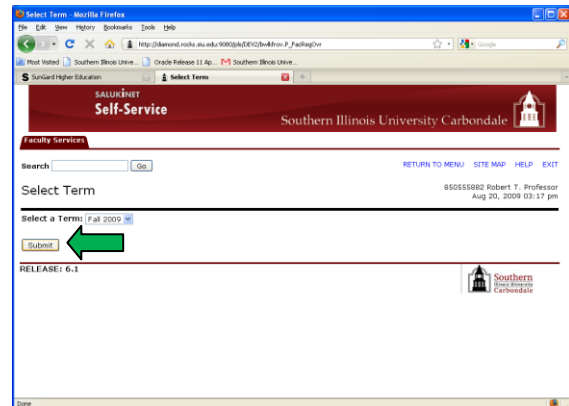
- The **Student and Advisee ID Selection** window will then appear.

- From here you will query on either the Student's ID (DAWG Tag) or the Student's First and Last Names.

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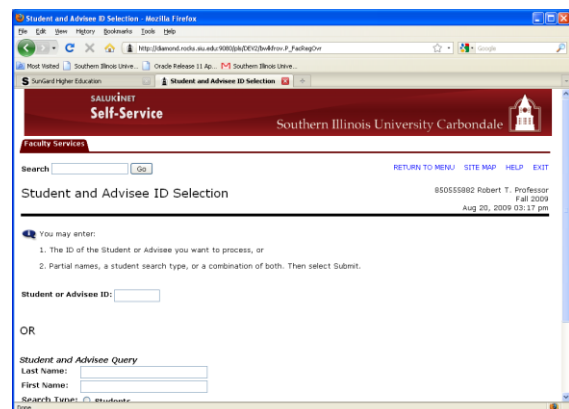
IMPORTANT: At the current time, the Name fields cannot be used for querying. If you try to use them for querying purposes, an error message will be returned. We hope to have these fields functioning as intended, in the near future. We apologize for this inconvenience.

**Note:** Since the name fields cannot be used for querying at this time, you will use the ID field only.

- Enter a student's **DAWG Tag** (85xxxxxxx) in the **Student or Advisee ID** field.

- The **Search Type** defaults to **Both**. Accept the default.

- Click the **Submit** button at the bottom of the page or press **Enter** on the keyboard.
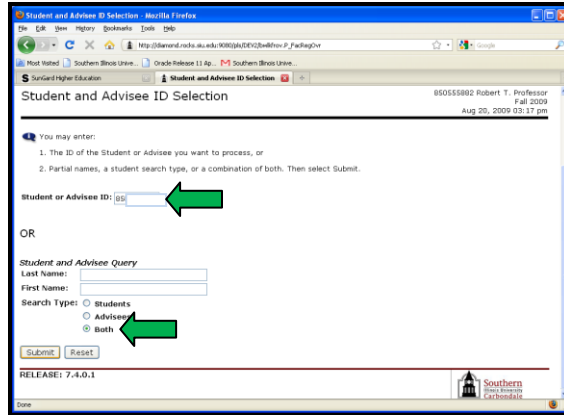

- That action brings you to the **Student Verification** window where the student's name appears allowing you to verify that you have the correct student.

- If correct, click the **Submit** button.

- If not correct, click the ID **Selection link** at the bottom of the window to reenter the ID.
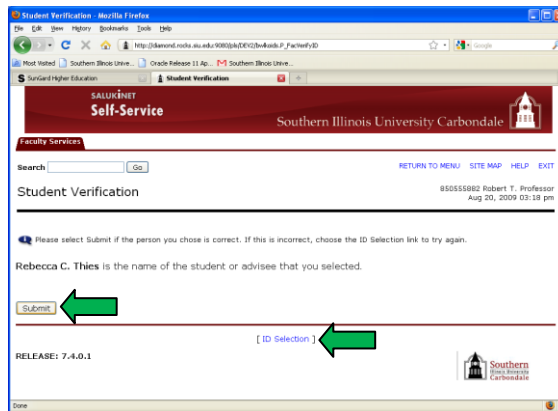
- When Submit is selected, the **Registration Overrides** window will then appear.

- You will use this window to enter the type of override needed to allow the student to register for the course.
 - Multiple overrides may be entered.
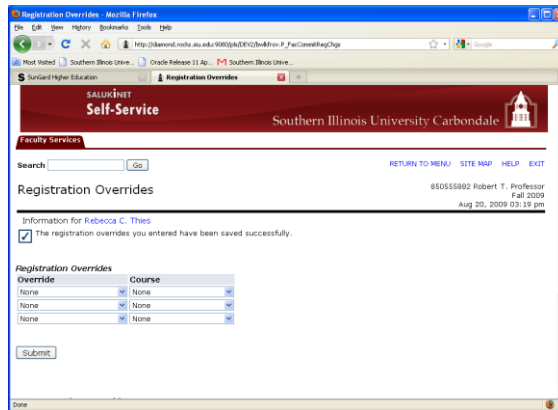
- Click the **Down Arrow** in the Override column to display the Override pick-list.

- Select an option.
  - See the Job Aid at the end of this document for a complete list of options and correct usage.
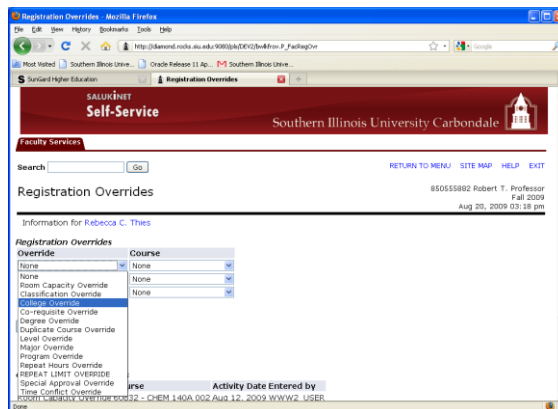
- When the Override(s) has been selected, then select a **Course**.

- Click on the **Down Arrow** to view a complete listing of the options available to you.
 - This list is specific to the courses you teach.
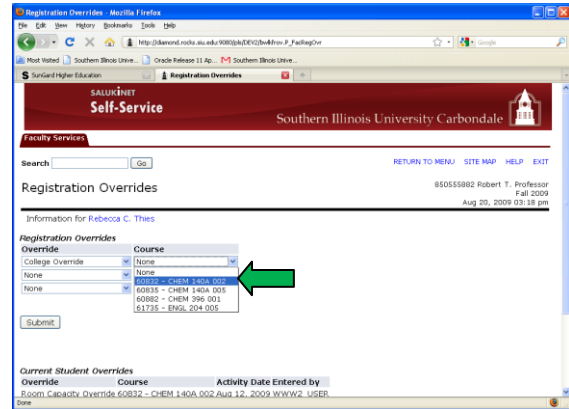
- When entries are complete, click the **Submit** button.
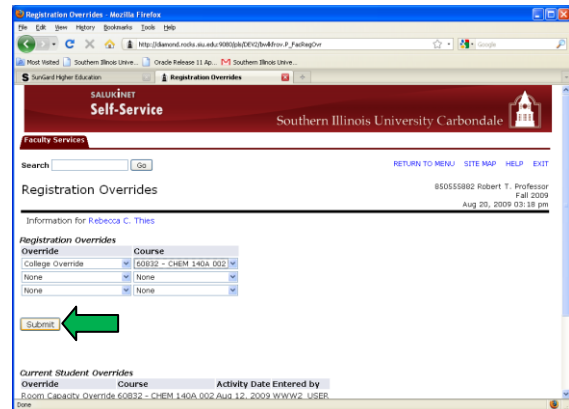
- The following statement will then appear prompting you to confirm your entries.
  - "These are the override requests you have entered. Please confirm them by clicking Submit."

- If correct, click **Submit**.

- If the information is NOT correct, click the **Registration Overrides** link at the bottom of the page to re-enter the information.
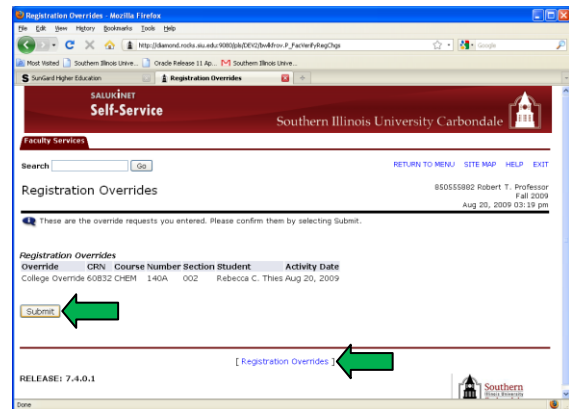
- A checked box, along with the following statement, should appear on the Registration Overrides page.
  - "The registration overrides you entered have been saved successfully."
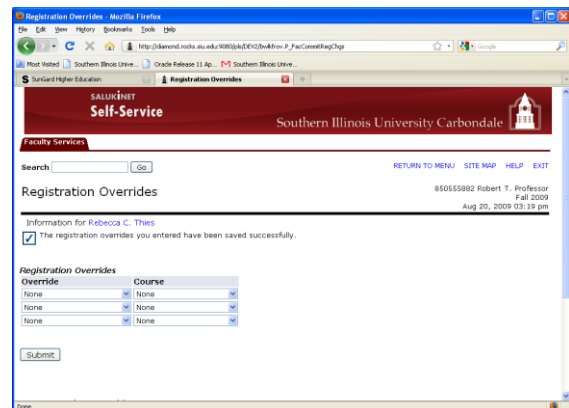
- Scroll to the bottom of the page to view the contents of the **Current Student Overrides** section.

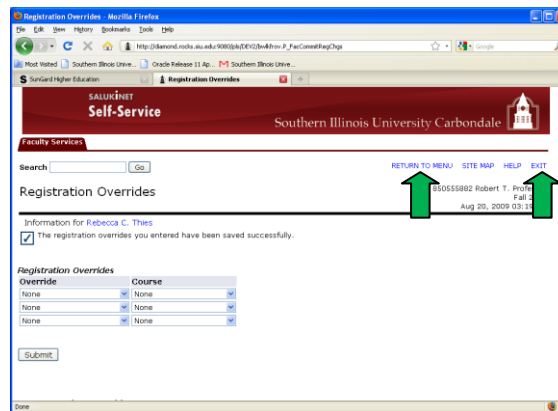- The Override you just entered, along with any other Overrides that have been entered for the student, will be displayed.

- Along with the Override information is the date the Override was entered in to the system and by whom.
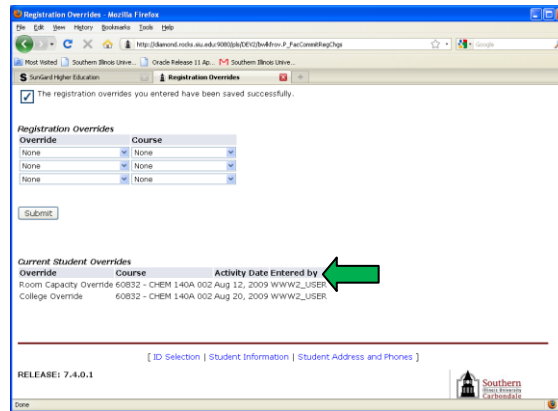
- When viewing is complete, scroll to the top of the page and select the **RETURN TO MENU** link to continue working in SSB or click **EXIT** to leave SSB.

Registration Overrides – Job Aid

Registration overrides can be performed by the instructor of record for the course in Self-Service Banner (SSB). This job aid is meant only as an addendum to any policies and procedures governing overrides instituted by your specific College.

In the column on the left are the Overrides available in SSB. Scenarios for using that option are in the column on the right.

Registration Override	Scenario/Reason
- Room Capacity Override	- Used to authorize a student to register for a course when a class has been closed due to maximum student enrollment. Room Capacity Override is tied to the specified student. The course would still appear to be full to anyone else that tries to register.
- Classification Override	- Used to allow a student to register for a course when that course is restricted to a specific classification; for instance, Juniors only, Seniors only, etc.
- Co-Requisite Override	- Used to override a restriction when one course is to be co-registered with another.
- Degree Override	- Used to allow a student to register for a course when that course is restricted to a student in a specific degree – BFA, MA, Ph.D., etc.
- Duplicate Course Override	- Used to authorize a student to repeat a course within a term.
- Level Override	- This option is restricted to Law School usage only.

- Major Override
  - Used to remove a restriction for a course when that course is restricted to students within a specific major – Finance, Art, etc.

- Program Override
  - Used to remove a restriction for a course when that course is restricted to a specific program – EH-BS-MATH, EN-BS-CE, etc.

- Repeat Hours Override
  - Used to allow a student to take additional hours of a variable hours course. For instance, if a student is taking a Music course that is repeatable and has up to 15 variable hours, that student would need the Repeat Hours Override in order to enroll in the 16th hour of the course.

- REPEAT LIMIT OVERRIDE
  - Some courses may only be taken one time, e.g., English 101. If a student received a failing grade in the course, they are not supposed to be allowed to repeat the course. This override allows them to enroll in the course.

- Special Approval Override*
  - Used to allow a student to register for a course, when consent of instructor/department is needed. Classes that meet on weekends only also use this Override.

- Time Conflict Override
  - Used to allow a student to register for two courses when the times overlap for the two courses.

*SPECIAL APPROVAL: is similar to Controlled Enrollment in SIS. When the student tries to register for a course, he/she will not get an error that reads "Special Approval" required; instead, an error message will appear, such as "SA-Departmental Approval Required," or "SA-Instructor Approval Required." When one of these or a similar message appears, beginning with **SA** in front of the description, you **must** use the **Special Approval Override** to overrule the error. The following Special Approval (SA) messages will be used at this time:

- SA – Advisor Approval Required
- SA – Cont. Ed. Approval Required (This should only be used by Cont. Ed. staff.)
- SA – Department Approval Req'd
- SA – FIG Sect. Participants Only
- SA – Instructor Approval Req'd
- SA – Travel Study Approval Req'd (this should only be used by the Travel Study Staff)