

Faculty Registration Override

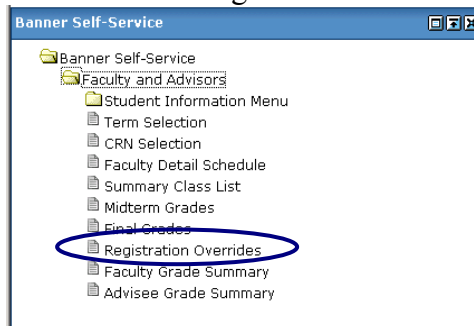
Overview:

The purpose of this process is to allow faculty members to enter a preapproval or ‘override’ to a registration error for specific students into one of your courses. This removes the need to complete and sign a ‘Add/Drop’ form for a student. Once you have entered the override for the student, they will be able to register for the course on the MySanDiego portal ‘One-Stop’ tab without any errors.

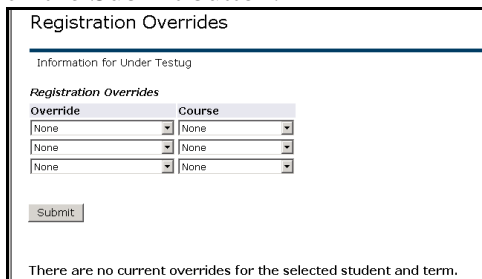
You may only enter overrides for sections on which you are the instructor of record.

The process is to log onto MySanDiego.edu, and then:

- Navigate to the Teach/Advise tab, in the Banner Self-Service channel,
- Open the ‘Banner Self-Service’ folder,
- Open the ‘Faculty and Advisors’ folder,
- Double click the ‘Registration Overrides’ icon,



- If a term has not yet been selected in this session, Select the Term from the Dropdown and click ‘submit’,
- If a student has not been selected enter the student id. Remember to use 9 –digits (e.g. 001234567 for the student ID) and click ‘submit’,
- Select the type of override to be entered from the drop down options in the ‘Override’ field,
- Select your course in which the override will be effective from the dropdown in ‘Course’
- Click the Submit button.



The screenshot shows a form titled 'Registration Overrides'. It has a section for 'Information for Under Testug' and a table for 'Registration Overrides'. The table has two columns: 'Override' and 'Course'. Both columns have dropdown menus with 'None' selected. There is a 'Submit' button at the bottom left. Below the table, it says 'There are no current overrides for the selected student and term.'

Override	Course
None	None
None	None
None	None


When the student requests the course in registration the system will check the overrides entered by the faculty member, and if there are no other registration errors, the student will be enrolled in the course.

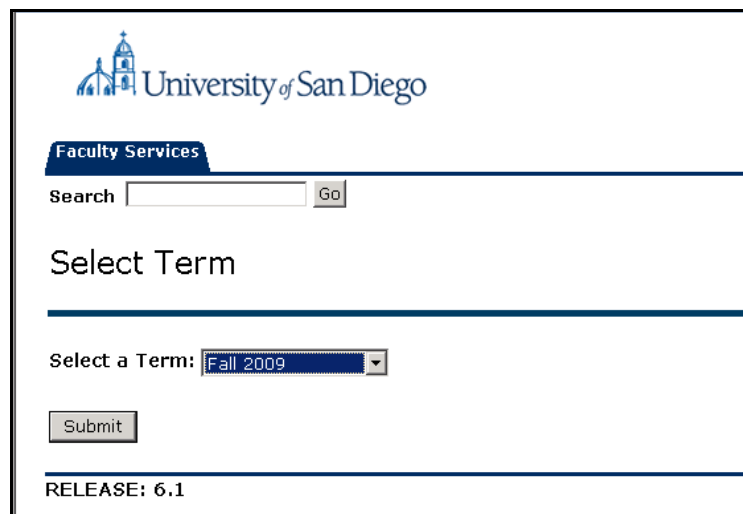
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Detail Procedure:

1. Log into the MySandiego portal (<http://my.sandiego.edu>), click on the Teach/Advise Tab.
2. Navigate to the 'Banner Self-Service Channel', if you have not changed the default location, it should be at the bottom of the left column on the 'Teach/Advise' tab.
3. Open the Banner self-service folder, and then the 'Faculty and Advisors' folder.
4. Select the 'Registration Overrides' option:



5. If you have not yet selected a term to process the 'Select Term' page will be displayed, use the drop down icon  to select the term to process and click on the 'Submit' button:

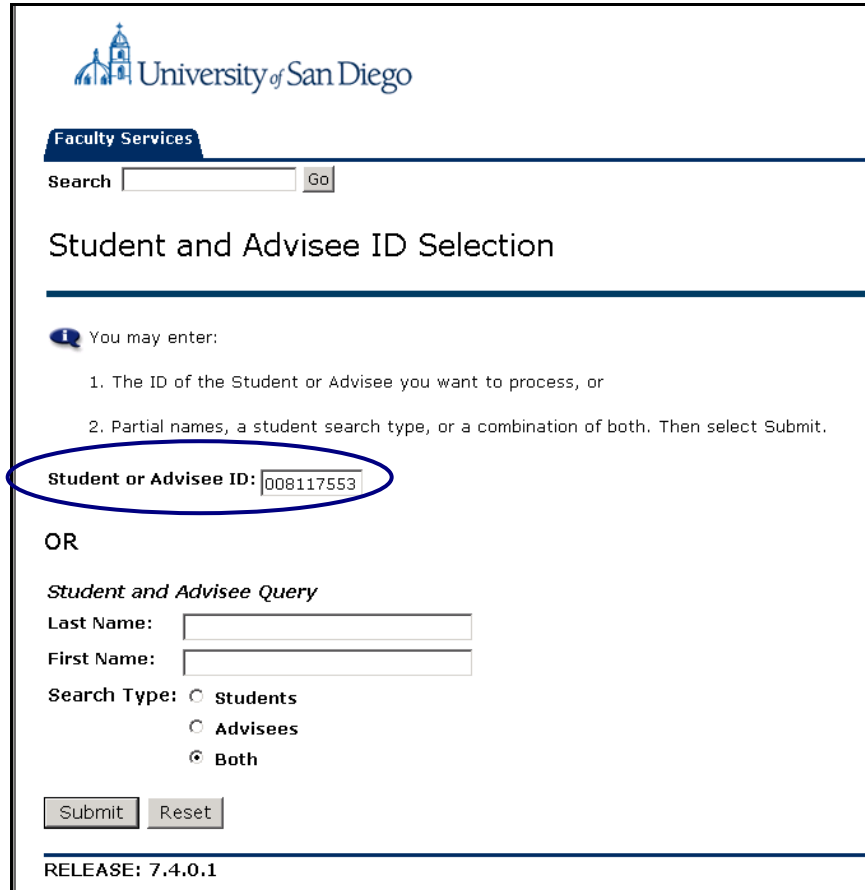


The screenshot shows the "Select Term" page. At the top, there is the University of San Diego logo and the text "University of San Diego". Below that is a "Faculty Services" header. A search bar with a "Go" button is present. The main heading is "Select Term". Below this, there is a "Select a Term:" label followed by a dropdown menu showing "Fall 2009". A "Submit" button is located below the dropdown. At the bottom of the page, it says "RELEASE: 6.1".

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- The 'Select Student' page will be displayed, enter the student's 9-digit id in the ID field and click the 'Submit button'.

Note: You MUST enter the 9-digit student ID. If you attempt to perform a name search, you will only be able to search for students already registered in your courses or assigned to you as an advisee.



University of San Diego

Faculty Services

Search Go

Student and Advisee ID Selection

i You may enter:

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.

Student or Advisee ID:

OR

Student and Advisee Query

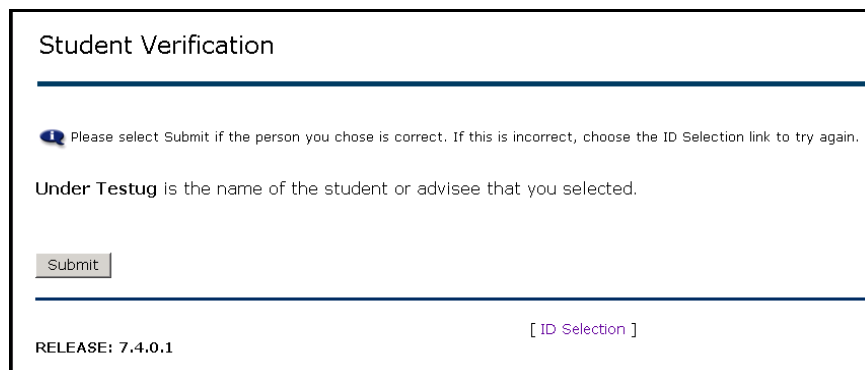
Last Name:

First Name:

Search Type: Students
 Advisees
 Both

RELEASE: 7.4.0.1

- The Student Verification page will be displayed to insure that you have selected the correct student. If this is the correct student click submit, if not click on the 'ID Selection' to return to the 'Student ID Selection' page to enter a different ID:



Student Verification

i Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.

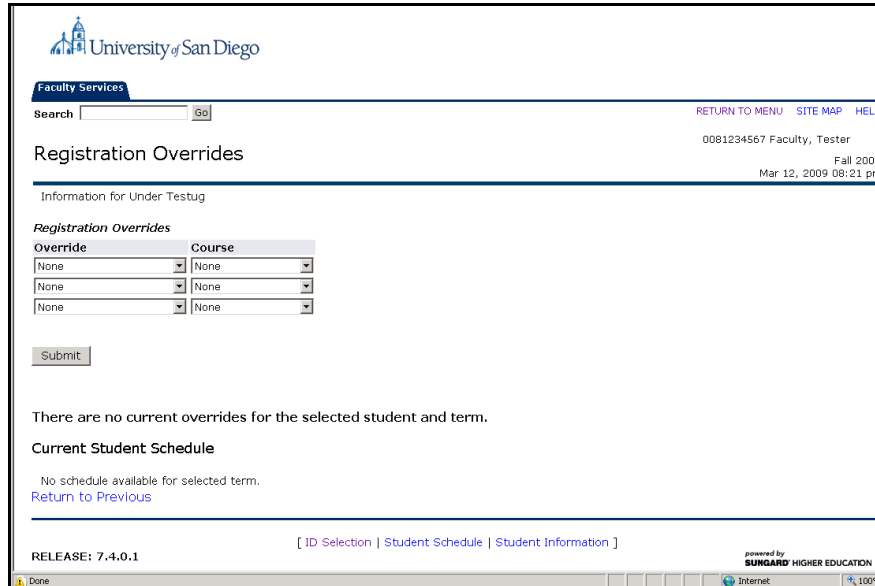
Under Testug is the name of the student or advisee that you selected.

[ID Selection]

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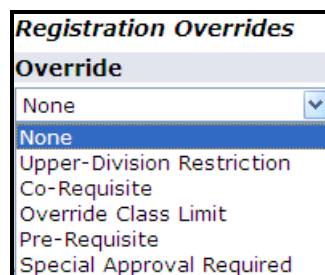
8. The Registration Override page is displayed. You need to enter the type of override(s) which are allowed for this student, and the section to which the override will apply:



Note that if the student is currently enrolled in any other sections in the term they will appear at the bottom of the page under ‘Current Student Schedule’.

The Override options which are available are:

- Co-Requisite – Override a possible co-requisite error. For example, a student is normally required to take both a lecture and lab section in the same term. All the Lab sections are filled, and you want to allow the student to enroll in just a lecture section.
- Override Class Limit – Override the capacity limit on the class...you are allowing the student to ‘Crash’ the course.
- Pre-Requisite – Override the courses which are usually required as pre-requisite(s) to this course.
- Special Approval Required – Override the ‘Instructor Signature Required’, message.
- Upper Division Restriction – Override the minimum class standing necessary to register for the section. For example, the section requires a second semester sophomore, but the student is only a first semester sophomore.



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The Course Dropdown will only display section(s) in which you are the assigned instructor in the term:

Course

None ▼

None

2160 - HIST 595 04

2713 - HIST 595 01

2714 - HIST 595 02

708 - HIST 589 01

711 - HIST 502 01


715 - HIST 498 01

716 - HIST 498 02

717 - HIST 389 01

You may enter up to three overrides for the student. They may be multiple overrides to the same course or to different sections.


9. When you complete the selection of the override(s) and section(s) click the ‘Submit’ button. The confirmation page will be displayed:


University of San Diego

Faculty Services

Search

Registration Overrides

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

Registration Overrides

Override	CRN	Course	Number	Section	Student	Activity Date
Pre-Requisite Override	717	HIST	389	01	Under Testug	Mar 12, 2009

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[\[Registration Overrides \]](#)

YOU MUST CLICK SUMBIT BUTTON AGAIN TO FINALIZE YOUR ENTRY.

If you need to make a change, you can use the ‘Registration Overrides’ link to return to the entry page.

If you finalize your override using the ‘Submit’ button, you will be returned initial Registration Override entry page where you can use the link at the bottom of the page to select

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a new student, or use the Back to Teach/Advise tab button in the upper right corner to return to the Portal:

[Back to Teach/Advise Tab](#)

Registration Overrides

Information for Under Testug

The registration overrides you entered have been saved successfully.

Registration Overrides

Override	Course
None	None
None	None
None	None

Current Student Overrides

Override	Course	Activity Date Entered by
Enrollment Limit Override 2160	HIST 595 04	Mar 16, 2009 WWW2_USER
Pre-Requisite Override 717	HIST 389 01	Mar 12, 2009 WWW2_USER

Current Student Schedule

No schedule available for selected term.
[Return to Previous](#)

[\[ID Selection | Student Schedule | Student Information \]](#)

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