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.

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.
Faculty Registration Override

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:

![Banner Self-Service]

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:

![Select Term]

RELEASE: 6.1
6. The ‘Select Student’ page will be displayed, enter the student’s 9-digit id in the ID field and click the ‘Submit button.

   ![University of San Diego](image)
   **Student and Advisee ID Selection**

   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:** 008117553

   OR

   **Student and Advisee Query**
   - Last Name:
   - First Name:
   - Search Type: Students, Advises, Both

   ![Submit and Reset buttons]

   RELEASE: 7.4.0.1

   **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.

7. 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](image)

   **Student Verification**

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

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

   ![Submit button]

   RELEASE: 7.4.0.1
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:

![Registration Override Page]

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

<table>
<thead>
<tr>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
</tr>
<tr>
<td>None</td>
</tr>
<tr>
<td>2160 - HIST 595 04</td>
</tr>
<tr>
<td>2713 - HIST 595 01</td>
</tr>
<tr>
<td>2714 - HIST 595 02</td>
</tr>
<tr>
<td>708 - HIST 589 01</td>
</tr>
<tr>
<td>711 - HIST 502 01</td>
</tr>
<tr>
<td>715 - HIST 498 01</td>
</tr>
<tr>
<td>716 - HIST 498 02</td>
</tr>
<tr>
<td>717 - HIST 389 01</td>
</tr>
</tbody>
</table>

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:

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