

Entering Electronic Overrides in Banner Self-Service

1. Select the Registration Overrides tile from the Banner Self-Service landing page.
2. Select the Term, enter the Student's ID number and hit Submit. *Note: name search only works if the student is your advisee or currently enrolled in one of your courses.*
3. Click on the selected student in the Student and Advisee Selection area.
4. Using the pull-down menus, select the override type and course.
5. Use the Add Override button to add additional override types for this student.
6. Hit Submit, note the Save Successful confirmation message in the upper right-hand corner.
7. The student will still need to register for the course.