

# HOW TO ENTER REGISTRATION OVERRIDES IN SELF SERVICE

1. Login to the myUT Portal at myut.utoledo.edu. User your UTAD username and password.
2. Click the **Faculty & Advisor** Tab. Then click the **Registration Overrides** link within the **Teaching Toolkit** channel.
3. From the **Faculty Services** menu, select the desired term using the drop down list and select **Submit**.
4. You will be prompted to select a student. Enter the Rocket ID of the student for which you wish to apply an override. If you do not know the ID of the student, use the name query at the bottom of the page.
  - Do not change the Search Type default value of **All**.
  - Enter partial Last and First name if you are unsure of spelling.
5. Select the correct student form the drop-down menu if necessary and click **Submit**. You will be taken to the **Registration Overrides** page.
6. On the Registration Overrides page, ONLY courses for which you are listed as the **primary instructor** will appear in the drop down box. You are only allowed to assign permissions for those courses in which you are listed as the primary instructor.
7. From the Override drop-down menu, select the type of override you wish to apply. Your choices are:
  - a. **Allow to Add for Max Enroll** – This permit overrides the enrollment limit on a course (maximum number of students in a course).
  - b. **Requires Faculty Approval** – This permit allows a student to registers for a course that has been set-up to require faculty permission to enroll.
  - c. **Pre and Co requisite Override** – This waives prerequisite and corequisite course restrictions on a course. This is typically applied by an advisor.
  - d. **Allow to Add for Time Conflict** – This allows a student to register for a course whose time conflicts with another course on the student's schedule. This should be used with caution.
  - e. **Allow Access to Different Level** – Used to allow a graduate student to register for an undergraduate course.
8. From the Course drop-down menu, select the course for which you wish to apply the override. This menu will only contain the courses to which you are assigned as primary instructor for the term selected.
9. You may add more overrides for this student on the same screen by selecting from the drop-down menus on the second and third lines. Click **Submit**.
10. You will be prompted to confirm that you want to apply the override(s). Click Submit. Once you click Submit on this screen, the override can only be removed directly from within Banner by the Registrar's Office or another user authorized to access Internet Native Banner (INB).
11. The student must now go online and register for the course.
12. To enter a **Registration Override** for another student, Click the **Return to Menu** link at the top left of the screen. Click **ID Selection** from the menu to choose another student.
13. When you are done using the Faculty Self Service, close the Self Service browser window (do not click the Exit link – instead click the red x to close out of the window)