

Granting a Registration Override

1. Visit banweb.plu.edu and use your ePass to sign into Banner Self-Service.
2. Once signed in, click on *"Faculty Services"*
3. Next, click on *"Registration Overrides"*
 - a. This link is found in the third block of links, second link down
4. After clicking on *"Registration Overrides"* you will be prompted to choose a term
 - a. Choose the term for which you are granting the override from the drop-down menu
 - i. Tip: Summer and Fall are registered for in April. J-term and Spring are registered for in November
 - b. Click *"Submit"*
5. After submitting your selection, you will be prompted to enter a student ID or search for a name
 - a. Either enter an ID or find the student to whom you are granting the override
 - b. Click *"Submit"*
6. You will now see three rows of drop-down menus. The menu drop-downs on the left will indicate what override(s) you are granting. The options currently available are:
 - a. Override All PLU Restrictions (the "just let this student into my class, ok" option)
 - b. (Section) Capacity (how many students are allowed to register for your class)
 - c. Class Level Restriction (e.g. if first-years aren't allowed, but you want to allow one)
 - d. Declared Major Requirement (student is not a declared major)
 - e. Declared Minor Requirement (student is not a declared minor)
 - f. Instructor Permission Requirement (the section requires your signature)
 - g. Prerequisite Requirement(s) (student doesn't have or transferred in the pre-req)
 - h. Repeat Error Restriction (student has already taken the course)
 - i. Time Conflict Restriction (student has an approved time conflict)
7. The menu drop-downs on the right will indicate the class(es) for which you are the instructor of record
8. To grant an override: in the top row, select the appropriate override from the left menu. Next, from the right menu, select the class for which you are granting the override
 - a. If you wish to grant multiple overrides for the same student, you can do so concurrently by selecting additional overrides and courses in the succeeding rows
 - b. Click *"Submit"*
9. You will be taken to a confirmation page to review the override(s) you are granting
 - a. If the information displayed looks accurate, click *"Submit"*
 - b. If the information displayed does not look accurate, click the "back" button on your browser to be taken back to the *"Registration Overrides"* screen
10. You will be taken back to the *"Registration Overrides"* screen
 - a. If you are done granting overrides, you may exit out
 - b. If you wish to grant an override to another student, click *"ID Selection"* in the menu at the bottom of your screen and repeat steps 5 – 14

Note: If there is an override you wish to grant that is not listed in the drop-down menus, contact the Registrar's Office (registrar@plu.edu or sandersc@plu.edu).