Registration Overrides

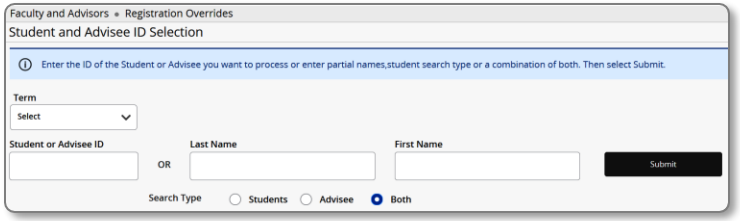
The instructions below are for **primary instructors**. Department/college users may only grant overrides using the Banner Admin page SFASRPO.

Primary instructors can only enter registration overrides for their own class offerings.

Open Registration Overrides

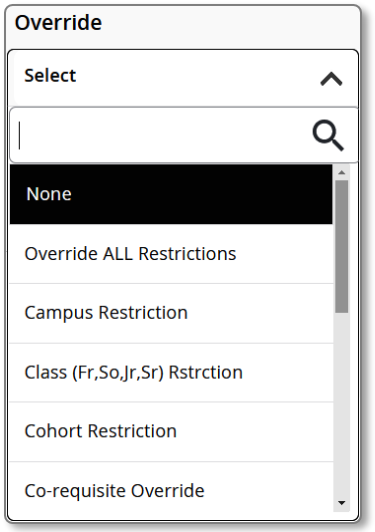
or visit: *uidaho.edu/registrar/faculty/user-guides/overrides* and select the **Registration Overrides** link.

- Pick the **Term** from the drop-down.
- Search by **Student ID** or name.



- Select the student's name from the search results.

The new window has dropdown menus for **Override** and **Course**.



Student information, including existing overrides, displays at the bottom of the page.

Select the appropriate **Override** option from the drop-down list.

Select the class section from your **Course** menu and click **Submit.**

Notify the student that they are now eligible to register for the class.

Override ALL Restrictions — overrides all, *except* ***Time Conflict***.
Note: *this will by-pass the wait list and allow registration whereas overriding only a prerequisite, major restriction, or permission required restriction will not allow registration on a class at capacity.*

Class Standing Restriction — overrides restrictions limiting registration based on classification (*freshman, sophomore, junior, senior*).

Cohort Restriction — overrides restriction limiting enrollment to a specific cohort, like Honors.

Co-requisite Override — overrides required co-requisite classes.

Department Enrollment Restriction — overrides courses restricted to students in a specific department.

Exceed Enrollment Limit — overrides class enrollment limit.
Note: *be sure that there is space in the room to accommodate additional students.*

Major Restriction — overrides courses restricted to a specific major.

Permission Required for Enrl — confirms instructor or department approval for enrollment in controlled classes.

Prerequisite Override — overrides course prerequisites.

Time Conflict Override — overrides time conflicts between two or more classes; must be given separately from **Override ALL**.

Allow Enrlmnt from Wait List — overrides wait list status to allow an individual student to register.

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