

# Registration Overrides

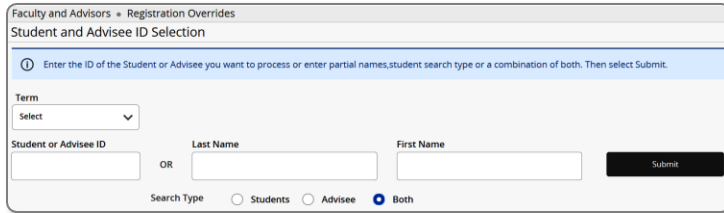
The instructions below are for **primary instructors**. Department/college users may only grant overrides using the Banner Admin page SFASRPO.

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

Open [Registration Overrides](#)

or visit: [uidaho.edu/registrar/faculty/user-guides/overrides](http://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.



The screenshot shows a web form titled "Faculty and Advisors > Registration Overrides" with a sub-header "Student and Advisee ID Selection". Below the header is a blue instruction bar: "Enter the ID of the Student or Advisee you want to process or enter partial names, student search type or a combination of both. Then select Submit." The form includes a "Term" dropdown menu, a "Student or Advisee ID" text input, an "OR" label, a "Last Name" text input, and a "First Name" text input. At the bottom, there is a "Search Type" section with radio buttons for "Students", "Advisee", and "Both" (which is selected). A "Submit" button is located to the right of the name inputs.

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

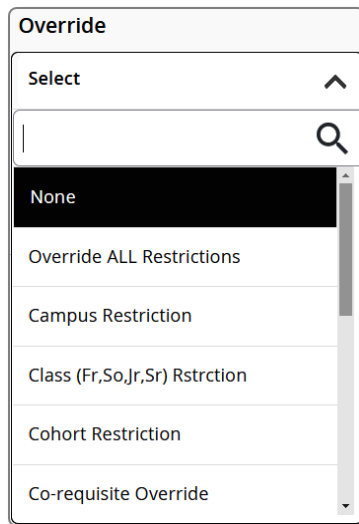
The new window has dropdown menus for **Override** and **Course**.

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.



The screenshot shows a dropdown menu titled "Override". The menu is currently open, showing a search bar at the top with a magnifying glass icon. Below the search bar, the "None" option is highlighted in black. Other visible options include "Override ALL Restrictions", "Campus Restriction", "Class (Fr,So,Jr,Sr) Restriction", "Cohort Restriction", and "Co-requisite Override".

**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.