

# Overrides in Banner 9

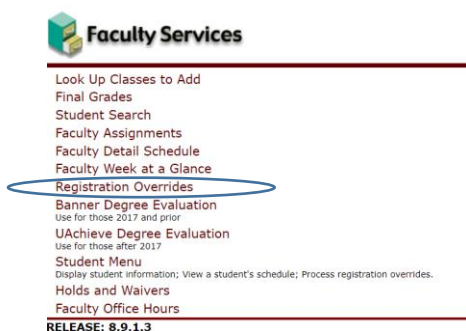
Note: Only **PRIMARY INSTRUCTORS** can issue overrides on Web Self Service. The process for Banner (SFRASRPO) will remain the same.

## Log into Web Self Service 9

- Enter Username
- Enter Password

## Registration Overrides

- Click on Faculty Services Tab **Faculty Services**
- Click on Registration Override Link on Faculty Services Menu



## Student and Advisee ID Selection

- Select Term from Drop Down Menu
  - Spring 2023
- Enter Ramapo ID **OR** Last Name and First Name
  - R00123456 or Pierson Jill
- Search Type
  - BOTH
- Click Submit

A screenshot of the 'Student and Advisee ID Selection' form. The form has a header 'Faculty and Advisors » Registration Overrides' and a sub-header 'Student and Advisee ID Selection'. Below the header is a light 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 contains several input fields: 'Term' (a dropdown menu with 'Select' in it, annotated with a blue arrow pointing to a 'Select Term' box), 'Student or Advisee ID' (a text box), 'Last Name' (a text box), 'First Name' (a text box), and 'Search Type' (radio buttons for 'Students', 'Advisee', and 'Both', with 'Both' selected and circled in blue, annotated with a blue arrow pointing to a 'Keep Search Type as Both' box). A 'Submit' button is on the right.

- Student's Information will appear under the search criteria

Student and Advisee Selection

ID	First Name	Last Name	Type
<input type="text"/>	Student First Name	Student Last Name	

- Click on Student's Ramapo ID Number

## Selecting the Override

- Select the Appropriate Override
  - Example : Pre-requisite
- Select the Course
- If you need to add multiple overrides, please select the Add Override.

Registration Overrides

Override

Course

Select Override

Select Course

Click here to Add Multiple Overrides

[Back to ID Selection](#)

---

Information for **Student Name**

There are no instructional assignments available for the selected term.

- Once the override is granted, you will see the type, course, date granted.

Faculty and Advisors • Registration Overrides

Override

Course

[Back to ID Selection](#)

---

Current Student Overrides

Override	Type of Override	Course	Course (CRN)	Activity Date	Date	Entered by	Entered
Override Capacity		20508 - SPAN		10/26/2022		JPIERSON	
Override Prerequisite		20508 - SPAN		10/26/2022		COXR	

Results found: 2

Page 1 of 1 Per Page 1000

## Note:

- If an override is completed in Banner it will also show on this screen.

Faculty and Advisors • Registration Overrides

---

Override

Select

Course

Select

[+ Add Override](#)

Submit

[Back to ID Selection](#)

Current Student Overrides

Override	Course	Activity Date	Entered by
Override Capacity	20508 - SPAN	10/26/2022	JPIERSON
Override Prerequisite	20508 - SPAN	10/26/2022	COXR

Results found: 2

Page 1 of 1

Per Page 1000

Web Self Service

Banner Override