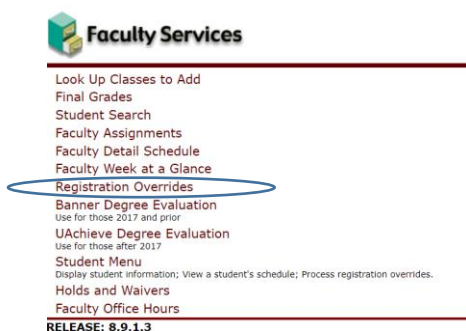# Overrides in Banner 9

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

- Student's Information will appear under the search criteria

Student and Advisee Selection			
ID	First Name	Last Name	Type
	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	Select	⊕ Add Override
Submit		

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	
Select	Select	⊕ Add Override
Submit		

< 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	Course	
Select ⌄	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	Web Self Service
Override Prerequisite	20508 - SPAN	10/26/2022	COXR	Banner Override

Results found: 2   Page [1] of 1   Per Page [1000 ▼]