### Portland State University
Faculty Registration Overrides

- Log in to Banweb
- Select Faculty Services
- Click on Term Selection
- Select the Term for which you want to add an override from the drop down menu

**Faculty (Course Information)**

- **Term Selection**
  - Select a Term: Winter 2016 Quarter
- **CRN Selection**
- **Faculty Schedule by Day and Time**
- **New Class List**
  - Displays student photo and allows search by name or id
- **Detail Class List**
- **Summary Class List**
- **Detail Wait List**
- **Faculty Registration Override**
- **Final Grades**

- Click on the Faculty Registration Override link under Faculty Services

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- Enter the student’s PSU ID number, and click Submit
- Next, verify the student’s name and click Submit again

**Student or Advisee ID**

OR

**Student and Advisee Query**

- **Last Name:**
- **First Name:**
- **Search Type:**
  - Students
  - Advisees
  - Both
  - All

**Submit** **Reset**
Choose the Override type from the Registration Overrides drop down menu. Note: Before the term begins, Override All Restrictions overrides everything on the list, except course capacity. After the term begins, you may use this function to override capacity during the add period.

Select the CRN for the course that the override will apply to.

Click Submit.

Review the selected overrides and click Submit. Once you overrides are saved, you will see all Current Student Overrides listed on the page. Note: once an override is saved, there is no way to remove it via Banweb. If you need to remove an override that has been saved, please contact the Office of the Registrar.