

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 ▾

Submit

[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

Faculty (Course Information)

[Term Selection](#)

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[Final Grades](#)

- 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

Registration Overrides

Override	Course
None	45459 - BI 410 001
None	None
Override All Restrictions	None
Faculty/Dept Approval	
Student Attribute	
Corequisite	
Prerequisite	
Field of Study/College/Class	
Time Conflict	

- 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.

Registration Overrides

Override	CRN	Course Number	Section	Student	Activity Date
Override All Restrictions	45459 BI	410	001	Test Testperson	22-DEC-2015

Submit

Current Student Overrides

Override	Course	Activity Date	Entered by
Override All Restrictions	45459 - BI 410 001	22-DEC-2015	WWW_ADMIN