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

- Click on the Student Menu link under Faculty Services

- In the Student Menu, click ID Selection to select the student that needs the override
- Be sure to select the student by entering his or her ID number in the “Student or Advisee ID” field only and not searching for the student by name.
• After selecting the correct student, click Faculty Registration Overrides from the Student Menu

**Student Menu**

- Term Selection
- ID Selection
- View Student Information
- View Student Address and Phones
- View Student E-mail Address
- View Student Schedule
- View Student Academic Transcript
- View Student Test Scores
- View Student Holds
- Concise Student Schedule
- **Faculty Registration Overrides**

Override registration restrictions to allow online registration in courses you teach.

• 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**

<table>
<thead>
<tr>
<th>Override</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>45459 - BI 410 001</td>
</tr>
<tr>
<td>Override All Restrictions</td>
<td>None</td>
</tr>
<tr>
<td>Faculty/Dept Approval</td>
<td>None</td>
</tr>
<tr>
<td>Student Attribute</td>
<td>None</td>
</tr>
<tr>
<td>Corequisite</td>
<td></td>
</tr>
<tr>
<td>Prerequisite</td>
<td></td>
</tr>
<tr>
<td>Field of Study/College/Class</td>
<td></td>
</tr>
<tr>
<td>Time Conflict</td>
<td></td>
</tr>
</tbody>
</table>

• 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.

**Current Student Overrides**

- Override All Restrictions 45459 - BI 410 001 22-DEC-2015 WWW_ADMIN