Student: Registration Overrides Revised August 21, 2009

SLIDE 1

PowerPoint Intro slide that says:

Students: Registration Overrides

During this screencast, we’ll show you how Brown University students can use registration overrides to register for courses.
SLIDE 2

Slide says:

https://selfservice.brown.edu or Banner Web from the Brown homepage

To get started, you can visit Self Service Banner at https://selfservice.brown.edu or click on the Banner Web link on the Brown homepage. To access Self Service Banner, you will need to log in to the Secure Area with your Brown username and password.

SLIDE 3
Once you’re logged in, you’ll see a menu similar to this one.

From this Menu, select the Applicant and Student link
From the next menu, select the Registration Link.
To register for courses, you would select the Add or Drop Classes link.
Then select the appropriate term from the drop down list.
When you're trying to register, you might see an error message. For example, the error message we see here indicates that Written Permission is Required. Some errors, such as this one, can be overridden by the faculty member associated with the course.

Errors that can NOT be overridden are a time conflict, a duplicate course, a linked course, or a course that is not repeatable for credit.

If your error is not one of these, you will simply need permission to register for the course. Contact the faculty member listed or, if the instructor listed is “TBA”, the department offering the course to request a Registration Override.

Before contacting the faculty member or the department, please make note of your Banner ID - they will need it in order to grant you an override. This ID is found on your Brown ID card, as well as in the top right hand corner of most self-service Banner screens, next to your name.
When you request a registration override, your instructors have one of two options:

One, they can directly enter your override into Banner
or Two, they can print a paper slip with a registration override pin for you to use
If the instructor enters your override directly into Banner, you can see that the override was granted when you’re viewing your Registration Status page on Self Service Banner. Once the override is entered, you must still register for the course in question.
If the instructor chooses to print a pin for you instead, you will receive a paper slip with the pin number. This pin can only be used by you for this course. The pin will override all but the four restrictions mentioned earlier (a time conflict, a duplicate course, a linked course, or a course that is not repeatable for credit).

To use this method, select the Add Registration Override PIN link from the Registration menu.
If prompted, choose the appropriate term from the drop down menu and click Submit.
When you reach this page, you can enter your pin and record the override. First, enter the CRN of the course, then, enter the PIN number in the box next to it. Pin numbers are not case sensitive. The letter O is not being used – if you see something that looks like an O, enter a Zero. When you’re finished, click on Submit Changes to record the override. You may enter up to 4 overrides at a time.
We’re not done yet! Once you receive the message that your override has been successfully submitted, you still must register for the course. Click on the Add to Worksheet button to access the Add/Drop page. If you encounter an error message regarding the pin, please follow the on screen instructions and re-enter the pin if necessary. Use caution when entering the pin numbers. There is a maximum of 5 attempts allowed per CRN before you will be instructed to bring the pin slip to the Registrar’s Office for the override.

This is Important: Once you have incorrectly entered your pin 5 times, the override must be entered directly into Banner by the faculty or department staff. They won’t be able to print another pin for you. So, type carefully!
On the Add or Drop page, be sure to click on Submit Changes to register for the course.

Remember, the override itself does not register you for the course - you must Submit Changes to actually register.
Once you’ve registered successfully, you will see the course appear in your Current Schedule listing.

When you have completed your Web Registration session, please click the Exit link in the right hand corner of the screen. This will end your session.

Thank you for visiting this tutorial.