How do I apply a Permission/Override for a student?

**Step 1:** Access BannerStudent then Faculty and Advisor main menu, and click on Permissions/Overrides

**Step 2:** Select a Term: [Winter Term 2011]

**Step 3:** Search for Student using either ID or name search fields. Click Submit

**Step 4:** Select and Verify the Student

**Step 5:** Select the type of permission/override

See details on other side for each type

**Step 6:** Select the Course

**Note:** You will see only the courses for which you are responsible. You may also see the letters "ZZ" in the section number of a course — these are for use during the course election process for multiple section and/or limited enrollment courses.
Applying Permission/Override continued

**Step 7:** Confirm Permission/Override(s)
Click Submit

![Permission/Override table](image)

**Step 8:** Confirmation of Permission/Override.

- The registration overrides you entered have been saved successfully.
- An email notification will be sent to the student.
- To assign an override to a different student click the ID Selection link at the bottom of page.

To select another student click on the ID Selection link at the bottom of the page. [ID Selection]

Course Registration Schedules Available at:
http://www.dartmouth.edu/~reg/registration/reg_sched.html

Sample Email to Student

After the permission/override has been applied, the student must then register for the course using BannerStudent. An email to the student is automatically sent notifying them of the need to take action to complete the process.

If multiple permissions/overrides have been applied to the same student record, all information will be emailed to the student in a single email.

"*Action Required!* An Instructor Permission Override has been applied to your record by Faculty/Proxy for Winter Term 2011 for the course REL 001

You must now *register* for the above listed course/section during the faculty-legislated dates using BannerStudent if you have met all other course requirements.

Reminder: Faculty grant permissions only - Students register”

Questions?

- **Website:** http://www.dartmouth.edu/~reg/ and click on Course Election Reference Guide
- For BannerStudent questions: help@dartmouth.edu
- **Email:** registrar@dartmouth.edu
- **Phone:** (603) 646-2246
- **In person:** McNutt Hall, Room 105

Types of Permission/Overides

- **Instructor Permission:** All students must gain prior approval and this override must be applied to register for the class.
- **Enrollment Limit:** The student has been granted permission to register even though the official enrollment limit has been reached.
- **Prerequisite:** If a faculty member or proxy applies a prerequisite override the student may enroll in the course even though they have not completed the course prerequisite(s). The prerequisite override will continue to carry through to all sections of the course after course election. After course election during either the course change or add/drop period, if the student did not attempt to gain entry to a multiple section course, the faculty member or proxy must now apply the override to a particular section.

NOTE - The following departments/programs use Banner prerequisite checking: Biology, Psychology, Sociology, Economics, Chemistry, Engineering Sciences, French and Italian Languages, and Literatures, Philosophy, Studio Art, Public Policy and Math.