How does the online Permission/Override Process work?

- Faculty or their proxy grant permissions/overrides electronically using BannerStudent.
- The student completes the process by then registering for the course.
- Permissions/Overrides remain active until end of Add/Drop.
- **NOTE:** Faculty grant permission only — students register.

Types of Permissions/Overrides include:
- Instructor Permission
- Prerequisite
- Enrollment Limit

Please note: more than one type of permission/override may be required to allow the student to register.

See reverse side for details

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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

<table>
<thead>
<tr>
<th>Override</th>
<th>CRN</th>
<th>Course Number Section</th>
<th>Student</th>
<th>Activity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor Permission Override</td>
<td>11954</td>
<td>ECON 001 ZZ</td>
<td>Doe, John</td>
<td>Nov 24, 2010</td>
</tr>
</tbody>
</table>

Submit

**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 at bottom of page.

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

### Course Registration Schedule Spring 2016

**Spring 2016 Course Registration Timeline**

- **Winter**
  - Course Election: Feb 10-Feb 18
  - System Unavailable
- **Course Changes**
  - Feb 26-Mar 10
- **Spring**
  - Add/Drop: Mar 28-Apr 10

**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/](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:** McNut Hall, Room 105

### Types of Permission/Overrides

- **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 student has not taken the required prerequisite, this override will allow them to bypass this requirement.

**NOTE:** Biology, Psychology, Sociology, Economics, Chemistry, Engineering Sciences, French and Italian Languages, and Literatures, Philosophy, Studio Art, Public Policy and Math are using Banner Prerequisite checking.