

Course Registration

Quick Reference Guide: Faculty/Proxy



<http://dartmouth.edu/~reg/guides/csel/index.html>

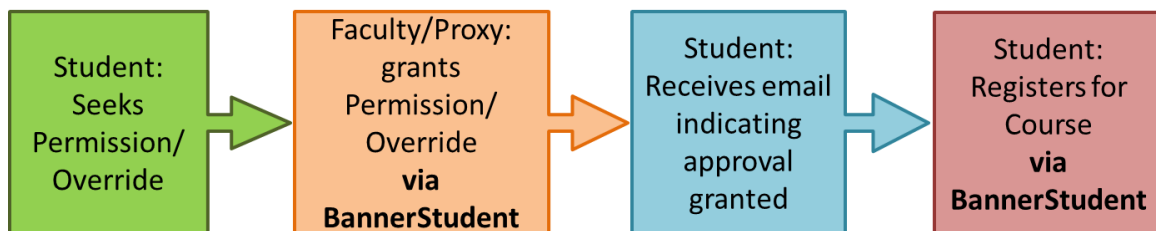
How does the online Permission/Override Process work?

- 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*



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

Select the Student or Advisee that you wish to process and choose Submit Name.

Student or Advisee: **Doe, John 41543X**

- Doe, John 41543X
- Doe, Jane 31343J

Submit

Student or Advisee ID:

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: Students
 Advisees
 Both

Submit Reset

Step 5: Select the type of permission/override
See details on other side for each type

Registration Overrides

Override	Course
None	None
None	None
Instructor Permission Override	None
Enrollment Limit Override	None
Prerequisite Override	None

Submit

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.

Registration Overrides

Override	Course
None	None
None	None
None	ECON 001 ZZ The Price System
	ECON 010 ZZ Intro Statistical Methods
	ECON 020 ZZ Econometrics
	ECON 021 ZZ Microeconomics
	ECON 022 ZZ Macroeconomics
	ECON 025 ZZ Indust Orgnzt&Public Plcy
	ECON 026 ZZ Intermediaries and Markets

Submit

Applying Permission/Override continued

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

Registration Overrides						
Override	CRN	Course Number	Section	Student	Activity Date	
Instructor Permission Override	11954	ECON 001	ZZ	Doe, John	Nov 24, 2010	

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 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/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 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.