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

**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</th>
<th>Section</th>
<th>Student</th>
<th>Activity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor Permission Override</td>
<td>11954</td>
<td>ECON 001</td>
<td>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 link 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 Fall 2016

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.

**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.

**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: McNutt Hall, Room 105

**Sample Email to Student**

“*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”