

Late Add in Banner SSB Process

(Replaces use of the Paper “Request to Register Late” Form)

1. Office of the Registrar:
 - a. At 11:59 p.m. on the last day of “regular” registration add will shut off the waitlist process and archive the lists.
 - b. At midnight turn on the “Instructor Permission” process in Banner.
2. Student:
 - a. Will attempt to add the class to their Add or Drop Courses Worksheet in Banner self-service (SSB).
 - b. That action will:
 - i. Produce an Instructor Permission error and prevent the registration.
 - ii. Create an automatic email will be generated and sent to the student’s GMAIL account. This email will continue specific instructions for the student to follow as well as the instructor’s email address.
 - c. The student then sends the email message directly to the instructor of the class, thereby requesting permission to add the class.
 - i. The student should also note if they had previously been on the waitlist and/ or had been attending the class.
3. Instructor:
 - a. If they want to add the student to the class, will enter the override in Banner self-service (SSB).
 - b. If they do not wish to add the student the class, they will reply to the student’s email acknowledging that decision.
4. Student:
 - a. If they are provided the override, they will be able to see that the override has been granted by viewing their Registration Status screen for that semester.
 - b. Can add that course by entering the four digit CRN on the Add or Drop Classes Worksheet.
 - i. **IMPORTANT:** A late fee of \$20.00 will automatically be assessed on the student’s account for each course add.
5. Office of the Registrar:
 - a. On the last day of “late add” registration period, will alter the class setups to prevent all registration including “Instructor Permission”.