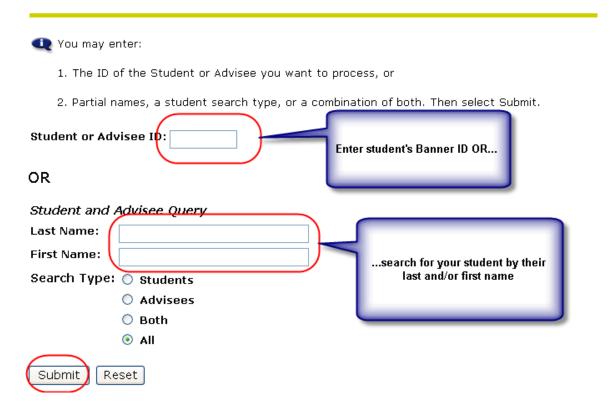
Banner Special Approval Overrides

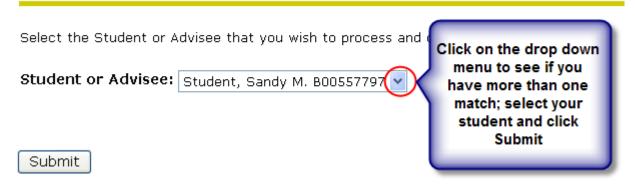
- 1. Go to the Banner page: http://buffalostate.edu/banner and click on the Banner icon.
- 2. Login with your Banner ID and password
- 3. From the Main Menu, go to Faculty and Staff
- 4. Click on "Registration Overrides".
- 5. Now you should be on a search page. If you know your student's Banner ID, enter it and click Submit. Otherwise, search for the student by their last and/or first name and click Submit.

Student and Advisee ID Selection

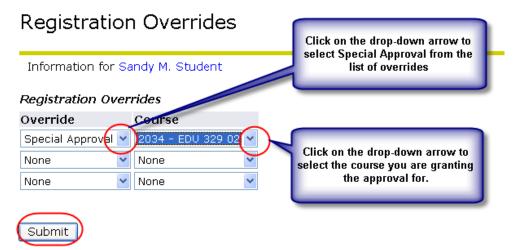


6. If you search by name and you have more than one match, select the student you are looking for from the drop down and click Submit:

Student and Advisee ID Selection



7. Now you should be on the Overrides page. Click on the first drop down menu and select Special Approval. After that click on the drop down in the second column and select the class you are granting the approval for:



8. Click Submit.

Registration Overrides

These are the override requests you entered. Please confirm them by selecting Submit.

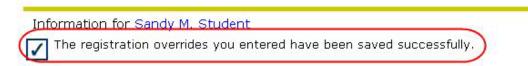
Registration Overrides

Override	CRN	Course	Number	Section	Student	Activity	Date
Special Approval	2034	EDU	329	02	Sandy M. Student	:Apr 19,	2007



9. It should take you back to the Overrides page with a confirmation message. Click Submit to finalize the override. **Note:** if you skip this step, the override **will not** be saved in the system.

Registration Overrides



Registration Overrides

Override		Course		
None	~	None	Y	
None	*	None	~	
None	~	None	~	



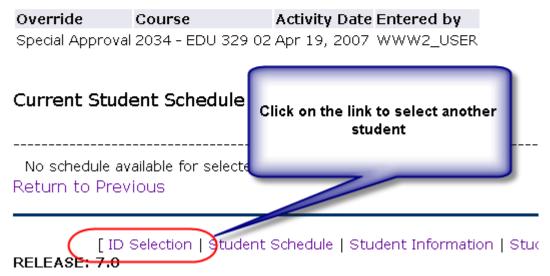
- 10. Now the student should be able to go back and register.
- 11. To grant the same permission to another student, scroll down to the bottom of the same page (Overrides) and find "ID Selection":

Registration Overrides



Submit

Current Student Overrides



12. Repeat Steps 5 through 10 to grant Special Approval to another student.