

HOW TO REGISTER FOR COURSES AFTER AN OVERRIDE PERMIT IS GRANTED

Dear College of Business Student:

In order to receive an override for a course, you must inform the person performing the override of the code that you are receiving that is preventing you from enrolling in the course. For example, when you try to enroll yourself in a course, if you receive an error message stating that the course has met enrollment capacity (closed) or that you have not met prerequisite or test score requirements, you must inform the person performing the override of this information.

Override permits must coincide with the reason (error message) Self-Service Banner gives you for not allowing you to add the course to your course schedule. In many instances, you may even receive several error messages. Again, please give this information to the person performing the override.

Once an override permit has been entered for you via Internet Native Banner (INB), you will be notified by the person that performed the override that you can now register for the course. **You must then register for the course via Self-Service Banner.** Please follow the instructions below for adding a class after an override permit has been granted.

Adding a Class

1. Navigate to: **http://banner.subr.edu**
2. Select **Service Banner [PROD8-SSB]**
3. Click on **Enter Secure Area.**
4. Type in your **User ID** and **PIN.**
5. Click on **Login.**
6. Click on the **Student** tab.
7. Click on **Registration** from the menu.
8. Click on **Add or Drop Classes.**
9. Click on the appropriate term (e.g., Fall 2013, Spring 2014, etc.).
10. Click on **Submit.**
11. Type in the **CRN** number for the desired course or click on the **Class Search** button at the bottom of the page.
12. Click on the **Submit Changes** button.

It is important to remember that an override permit only “permits” you to register for the course. Students must perform the follow-up action and actually enroll in the course.

If you need any assistance with course overrides for College of Business courses **ONLY**, please contact your Department Chair and/or Department Administrative Assistant. If you cannot contact your Department Chair and/or Department Administrative Assistant, please contact:

Dr. Rey in the College of Business Dean’s Office via e-mail at melanie_rey@subr.edu.

All inquiries should contain your full name (e.g., first and last), student identification number (e.g., S number), a call back phone number (please include area code), course abbreviation (e.g., MGMT, ECON, FINC, MKTG, ACCT), course number (e.g., 200, 305, 490, etc.), course section (e.g., 01, 02, 03, etc.), CRN number (10856, 10721, etc.), and semester the course is being offered (e.g., Fall 2013, Spring 2014, etc.). You must also include the error message that you receive when trying to enroll in the course (e.g., Course is closed, Pre-Requisite Error, etc.). **All requests will be addressed within a 24-hour time period.** Students will be notified via reply e-mail if their override requests has been approved or denied.

THE COLLEGE OF BUSINESS CAN ONLY PERFORM OVERRIDES FOR COLLEGE OF BUSINESS COURSES.

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Developed by Dr. Rey*