

# Registration Overrides in Banner 9 Faculty Self-Service

Adding overrides in Banner 9 Self-Service has an updated look and feel, but the functionality is the same.

1) Select the term you are awarding the override for

2) Input the student's 93# or search by name

3) Click "Submit" to search

4) Click on the student you would like to select

5) Select the override and course, then click "Submit" to award it to the student.

If you wish to add more than one override for the selected student, click the "plus" to add another override

Awarded overrides display under the "Current Student Overrides" heading

If the student has a schedule for the selected term, you can view it by toggling here

Need assistance? Contact the Office of the University Registrar at [registrar@wm.edu](mailto:registrar@wm.edu) or 757-221-2800.