New Mexico State University
How to Provide a Registration Override

Instructors can issue two types of electronic overrides, but only for their own classes. Instructors are permitted these two kinds of overrides:

- **CLOSED SECTION**: An override for a student to enter a **Closed Section** if the class has met its maximum enrollment;
- **CONSENT OF INSTRUCTOR**: An override for a student to enter a class that requires the Instructor's Approval.

**Entering a Registration Override**

1. Log into myNMSU at [http://my.nmsu.edu](http://my.nmsu.edu) using your NMSU Username and Password.
2. Select your Faculty tab.
3. On the Faculty tab, select Banner Self Service.
4. Select Faculty and Advisors.
5. Select the Registration heading, click Registration Overrides.
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6. In the **Select a Term** drop-down list, select the desired term and click **Submit**.

7. Enter the information to search for a student either by **Student or Advisee ID**, **Last Name/First Name**, and **Search Type** option and click **Submit**.

> In the **Student/Advisee ID and Last Name/First Name** fields, users can enter part of an advisee’s name followed by a “%” to search by “wild card.” Using a wild card search allows advisors to look up an advisee’s information without spelling out or knowing how to spell out an advisee’s full name.
8. Verify the Student or Advisee name and click Submit.

9. In the Override and Course drop-down lists, select Closed Section, or Consent of Instructor and click Submit.
10. Verify the **Registration Overrides** information and the section to be overridden and click **Submit**.

All other overrides must be administered through Internet Native Banner (INB).