

New Mexico State University

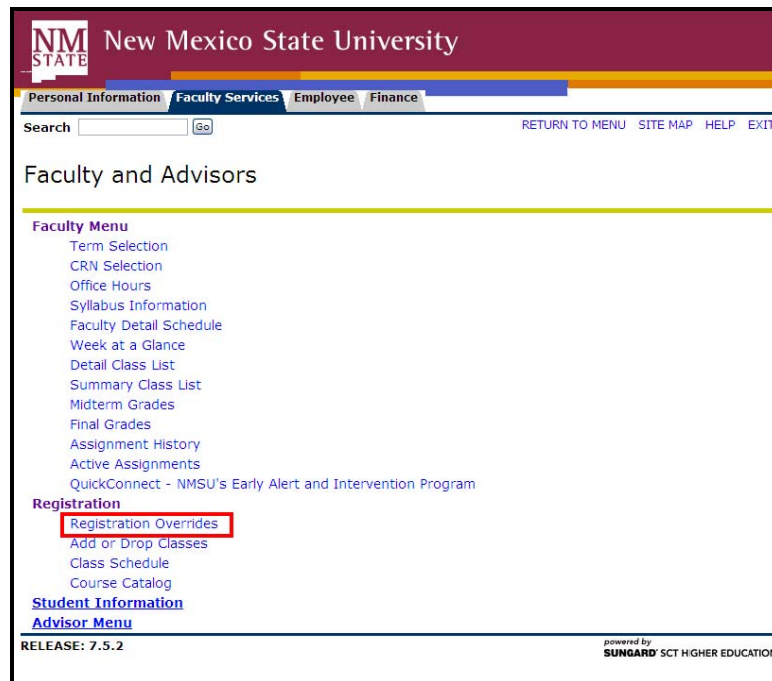
How to Provide a Registration Override

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> 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**.



The screenshot displays the myNMSU interface for Faculty Services. The top navigation bar includes 'Personal Information', 'Faculty Services', 'Employee', and 'Finance'. The 'Faculty Services' tab is active. Below the navigation bar, there is a search field and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Faculty and Advisors'. Under this heading, there is a 'Faculty Menu' with various options like 'Term Selection', 'CRN Selection', 'Office Hours', etc. Below the 'Faculty Menu' is a 'Registration' section. The 'Registration Overrides' link is highlighted with a red box. Other links in the 'Registration' section include 'Add or Drop Classes', 'Class Schedule', and 'Course Catalog'. At the bottom of the page, there is a footer with 'RELEASE: 7.5.2' and 'powered by SUNGARD SCT HIGHER EDUCATION'.



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Educational Services Bldg. Room 3
(575)646-PETE (7383)
sim@nmsu.edu
<http://sim.nmsu.edu/>

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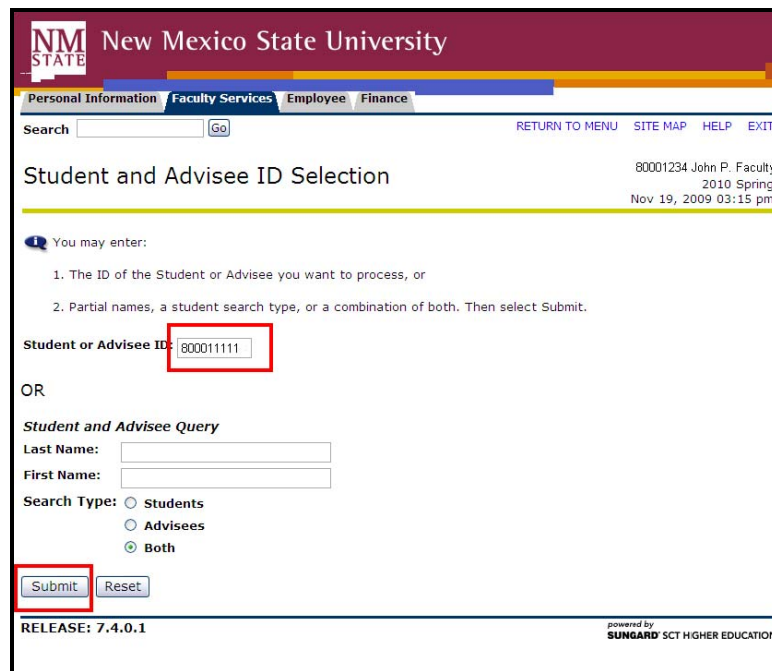
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6. In the **Select a Term** drop-down list, select the desired term and click **Submit**.



The screenshot shows the New Mexico State University Faculty Services page. The 'Select Term' dropdown menu is open, showing '2010 Spring' selected. The 'Submit' button is highlighted with a red box. The page includes a search bar, navigation tabs (Personal Information, Faculty Services, Employee, Finance), and a footer with 'RELEASE: 6.1' and 'powered by SUNGARD SGT HIGHER EDUCATION'.

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**.



The screenshot shows the 'Student and Advisee ID Selection' page. The 'Student or Advisee ID' field contains '800011111' and is highlighted with a red box. The 'Submit' button is also highlighted with a red box. The page includes a search bar, navigation tabs (Personal Information, Faculty Services, Employee, Finance), and a footer with 'RELEASE: 7.4.0.1' and 'powered by SUNGARD SGT HIGHER EDUCATION'.



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.



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8. Verify the **Student** or **Advisee** name and click **Submit**.

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Personal Information Faculty Services Employee Finance

Search Go RETURN TO MENU SITE MAP HELP EXIT

Student Verification 80001234 John P. Faculty
Nov 19, 2009 03:15 pm

Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.

Susie B. Student is the name of the student or advisee that you selected.

[ID Selection]

RELEASE: 7.4.0.1 powered by SUNGARD SCT HIGHER EDUCATION

9. In the **Override** and **Course** drop-down lists, select **Closed Section**, or **Consent of Instructor** and click **Submit**.

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Personal Information Faculty Services Employee Finance

Search Go RETURN TO MENU SITE MAP HELP EXIT

Registration Overrides 80001234 John P. Faculty
2010 Spring
Nov 19, 2009 03:15 pm

Information for Cami L. Davis

Registration Overrides

Override	Course
Closed Section	15793 - ACCT 679 M04
None	None
None	None

There are no current overrides for the selected student and term.

Current Student Schedule

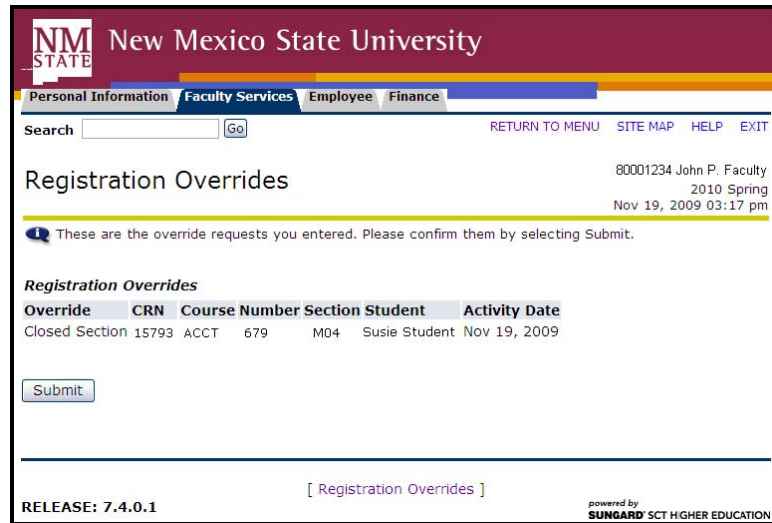


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10. Verify the **Registration Overrides** information and the section to be overridden and click **Submit**.



The screenshot shows the New Mexico State University web interface for Registration Overrides. The page title is "New Mexico State University" and the user is identified as "80001234 John P. Faculty" on "2010 Spring" with a timestamp of "Nov 19, 2009 03:17 pm". The page has a navigation menu with "Personal Information", "Faculty Services", "Employee", and "Finance". A search bar is present with a "Go" button. The main content area is titled "Registration Overrides" and contains a message: "These are the override requests you entered. Please confirm them by selecting Submit." Below this is a table with the following data:

Override	CRN	Course Number	Section	Student	Activity Date
Closed Section	15793	ACCT 679	M04	Susie Student	Nov 19, 2009

A "Submit" button is located below the table. At the bottom of the page, it says "RELEASE: 7.4.0.1" and "powered by SUNGARD SGT HIGHER EDUCATION".

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



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