


## 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

---

 You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID:

Enter student's Banner ID OR...

OR

*Student and Advisee Query*

Last Name:

First Name:

Search Type:  Students  
 Advisees  
 Both  
 All

...search for your student by their last and/or first name

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

---

Select the Student or Advisee that you wish to process and click Submit.

Student or Advisee:

Click on the drop down menu to see if you have more than one match; select your student and click Submit

- 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:

## Registration Overrides

Information for [Sandy M. Student](#)

### Registration Overrides

Override	Course
Special Approval	2034 - EDU 329 02
None	None
None	None


Click on the drop-down arrow to select Special Approval from the list of overrides

Click on the drop-down arrow to select the course you are granting the approval for.

Submit

- 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

Submit

- 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

Information for [Sandy M. Student](#)

The registration overrides you entered have been saved successfully.

### Registration Overrides

Override	Course
None	None
None	None
None	None

Submit

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**

Override	Course
None	None
None	None
None	None

Submit

**Current Student Overrides**

Override	Course	Activity Date	Entered by
Special Approval	2034 - EDU 329 02	Apr 19, 2007	WWW2_USER

**Current Student Schedule**

-----  
No schedule available for selected student.  
[Return to Previous](#)

Click on the link to select another student

---

[\[ ID Selection](#) | [Student Schedule](#) | [Student Information](#) | [Stu](#)  
RELEASE: 7.0

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