Fall 2014 Instructor Permission for Student Enrollment

After the second day of the semester, faculty will need to give permission to students before they can add their class. There are two ways to do this:

- **Registration Override (preferred method):** From the Faculty tab of Banner, faculty can follow instructions in the Registration Override link. After submitting the override, students can then add the class on the web.
- **Add Slip:** Faculty can sign the form giving permission for the student to add the class. The student takes that slip to their department or dean’s office for addition to the class. The student can also be added to the class through the Registrar’s Office in Educational Services Building.

**Registration Override (preferred method)**
1. Log into myNMSU and select the Faculty tab.
2. On Quick Links, select Registration Overrides.
3. In the **Select a Term** drop-down list, choose the desired term and click **Submit**.

4. 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 “%”. This advisors to look up an advisee’s information without spelling an advisee’s full name.
5. Verify the Student or Advisee name and click Submit.

6. In the Override and Course drop-down lists, select Consent of Instructor and the course, and click Submit.
7. Verify the Registration Overrides information and the section to be overridden and click Submit.

![New Mexico State University Registration Overrides]

*These are the override requests you entered. Please confirm them by selecting Submit.*

<table>
<thead>
<tr>
<th>Override</th>
<th>CRN</th>
<th>Course Number</th>
<th>Section</th>
<th>Student</th>
<th>Activity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consent of Instructor</td>
<td>20700</td>
<td>EPWS</td>
<td>390</td>
<td>M01</td>
<td>John C. Hill Apr 23, 2014</td>
</tr>
</tbody>
</table>

Submit