Entering Electronic Registration Overrides through MyWellesley

1) Log in to MyWellesley with your domain username & password

![Wellesley Domain Login](image)

2) Click on the ‘Faculty’ Tab

![My Account Content Layout](image)

Useful Faculty Links

3) Select Banner Self Service

![Banner Self-Service](image)

4) Select Faculty Services

![Banner Self-Service](image)

5) Select Registration Overrides
6) Select Term:

Select the Term for processing then press the Submit Term button.

Select a Term: Example: spring

Submit

RELEASE: 8.1

7) Select Student (either type in Banner ID or Search by Name):

**Instructor Tip: When searching by Name, make sure the ‘All’ button is clicked**

**Instructor Tip: Search by the student’s legal name (that which is in Banner), not their preferred name**
ID Selection

Enter the ID of the Student/Advisee you want to process then press the Submit ID button.

Student or Advisee ID: 

OR

Student and Advisee Query

Last Name: 
First Name: 
Search Type:  
   - Students
   - Advisees
   - Both
   - All

Submit  Reset

8) Confirm the student you’ve selected is correct by clicking on ‘Submit’:

ID Selection

Select the Student/Advisee that you wish to process and press the Submit button.

Student or Advisee:  

Submit

9) Do the override on this screen by clicking the drop down boxes:
Faculty Registration Permits/Overrides

Welcome to the Faculty Registration Permits/Overrides Worksheet.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

Information for Student Name

If this is the correct student, then proceed with the registration overrides on this page. If this is not the correct student, select another student.

Select Another Student

### Registration Overrides

<table>
<thead>
<tr>
<th>Override</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
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</tr>
</tbody>
</table>

Submit

10) Enter the type of override, then click submit (Tip: Do both the Capacity Override and the Department Approval override just in case)

**Departmental Override:** permission to register if your course has 'Instructor consent required', 'Seat controls', 'Class year restrictions' or 'Major restrictions'

**Capacity Override:** permission to register if your course is already full and you want to over-enroll the course

### Registration Overrides

<table>
<thead>
<tr>
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<tr>
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</tr>
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Submit

11) Make sure you notify the student that they should now web register for your course!!