

## Faculty - Override codes in Banner Web

The screenshot shows the Banner Web interface for Brown University. At the top, there is a dark brown header with the university logo and name. Below this, a navigation bar contains 'Personal Information' and 'Faculty Services'. The 'Faculty Services' section is active, and a list of links is displayed. A red rectangular box highlights the link 'Create and Download Registration Override Codes'. Other visible links include 'Term Selection', 'Summary Class List', 'Midterm Grades', 'Final Grades', 'Registration Overrides', 'Display advisee list', and 'Course Search'. An important message banner is also present at the top of the content area.

**Brown University**

Personal Information | **Faculty Services**

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### Faculty Services

⚠ Important message to Faculty/Advisors - If you intend on using the e-mail classlist/advisee list feature within Banner Web please set up your default 'mail to' client on your web browser to Brown GMail by following the directions at <https://sites.google.com/a/brown.edu/google-migration-project-site/how-to/making-gmail-your-default-client>

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[Term Selection](#)  
[Summary Class List](#)  
• View and email your class list(s)  
[Midterm Grades](#)  
• Record Midterm Grades and/or writing deficiencies  
[Final Grades](#)  
• Submit and view your final grades  
**[Create Registration Override Codes](#)**  
**[Create and Download Registration Override Codes](#)**  
[Registration Overrides](#)  
• Enter course permissions for individual students  
[Display advisee list](#)  
• View your advisee's transcript, grades, registration, contact information  
[Course Search](#)  
Brown Course Search Tool

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RELEASE: 8.5.3

The Create Registration Override Codes link should be in the center of the Faculty Services menu in the Secure Area of Banner Web.

## Faculty - Override codes in Banner Web

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Personal Information | **Faculty Services**

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### Registration Override Codes

Override Codes are unique single-use codes that are intended to grant an individual student (one code per student) permission to enroll in your course. Supplying the code to a student is similar to providing your signature and does not automatically register the student. The student must enter the code before being permitted to register for the course. Once a code is used, it will be logged in this application and cannot be used again.

Override codes can be used to waive all registration restrictions except for time conflicts, duplicate courses (i.e. student is already registered for another section of the same course), or repeat of course in which credit has already been earned. Should you have any further questions on Override Codes, feel free to consult with your department administrator or email [Registrar@Brown.edu](mailto:Registrar@Brown.edu). The ability to generate override codes for a particular term will be disabled to coincide with the end of the fourth week of classes in fall/spring semesters, and the last day to add courses in summer term.

Term: 201310-Fall 2013

Course: --Select a Course--  
15485-URBN-0210-S01  
16362-URBN-0002-S01  
16364-URBN-0005-S02

Show Codes Previously Created

Create Override Codes

(Please enter desired number of new override codes to be created. Max value is 99.)

RELEASE: 0.4.0

Select a term from the drop down list. The course list will populate with your assigned course offerings – including offerings where you are a co-instructor. Select the course for which you would like to create override codes.

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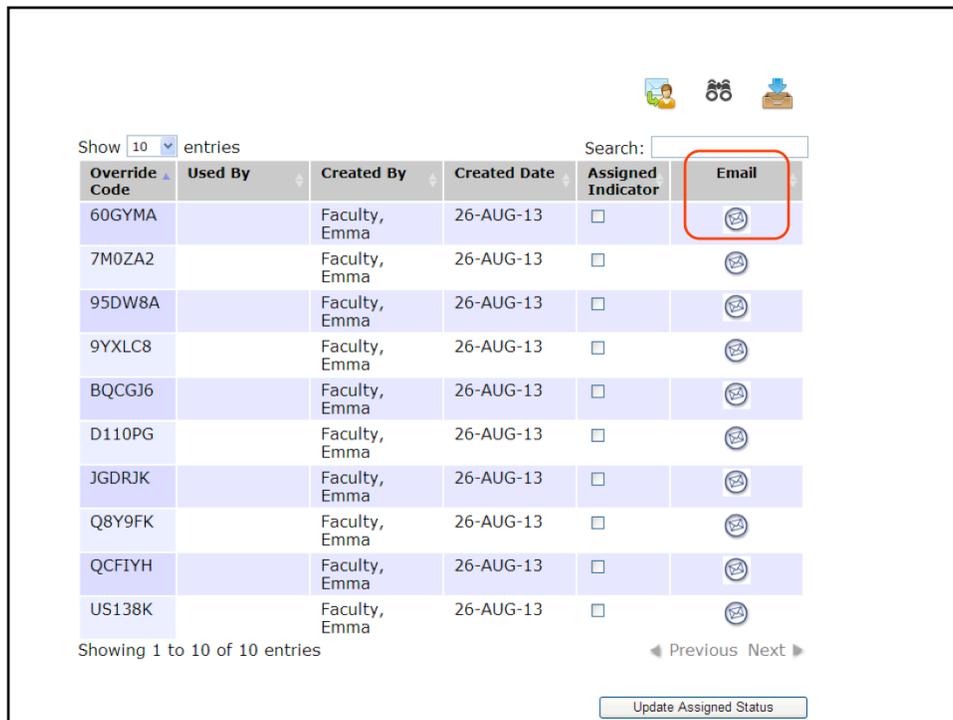
Term:  Course:

(Please enter desired number of new override codes to be created. Max value is 99.)

Show  entries Search:

Enter the number of override codes you would like to create and click the Create Override Codes button.

## Faculty - Override codes in Banner Web



Faculty, Emma

Show 10 entries Search:

Override Code	Used By	Created By	Created Date	Assigned Indicator	Email
60GYMA		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
7M0ZA2		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
95DW8A		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
9YXLC8		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
BQCGJ6		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
D110PG		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
JGDRJK		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
Q8Y9FK		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
QCFIYH		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
US138K		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	

Showing 1 to 10 of 10 entries Previous Next

Update Assigned Status

The override codes will display with an option to Email to student. Click the Email envelope to open a Search window where you can enter the student's Banner ID or use a name search function to find the student's Email address.

## Faculty - Override codes in Banner Web

been earned. Should you have any further questions on Override Codes, feel free to consult with your department administrator or email [Registrar@Brown.edu](mailto:Registrar@Brown.edu). The ability to generate override codes for a particular term will be disabled to coincide with the end of the fourth week of classes in fall/spring semesters, and the last day to add courses in summer term.

Term:  Course:

(Please enter desired number of new override codes to be created. Max value is 99.)

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**Email Code to Student**

Student ID   
First Name   
Last Name

Override Code   
Course

9DW8A	Faculty, Emma	20-AUG-13	<input type="checkbox"/>	<input type="button" value="Email"/>
9YXLC8	Faculty, Emma	26-AUG-13	<input type="checkbox"/>	<input type="button" value="Email"/>
BQCGJ6	Faculty, Emma	26-AUG-13	<input type="checkbox"/>	<input type="button" value="Email"/>
D110PG	Faculty, Emma	26-AUG-13	<input type="checkbox"/>	<input type="button" value="Email"/>

Enter the student's first and last name, then click the Search button to execute the search.

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### Registration Override Codes

Override Codes are unique single-use codes that are intended to grant an individual student (one code per student) permission to enroll in your course. Supplying the code to a student is similar to providing your signature and does not automatically register the student. The student must enter the code before being permitted to register for the course. Once a code is used, it will be logged in this application and cannot be used again.

Override codes can be used to waive all registration restrictions except for time conflicts, duplicate courses (i.e. student is already registered for another section of the same course), or repeat of course in which credit has already been earned. Should you have any further questions on Override Codes, feel free to consult with your department administrator or email [Registrar@Brown.edu](mailto:Registrar@Brown.edu). **The ability to generate override codes for a particular term will be**

#### Email Code to Student

Student ID  Override Code   
First Name  Course   
Last Name

1 of 10 entries Search:

Banner ID	Student Name	Student Email
<input type="radio"/> B00956510	Undergrad, Marlene	Marlene_Undergrad@Brown.edu

Showing 1 to 1 of 1 entries

2 Previous Next

Select the radio button in the student row that matches your search criteria. Click the Send Email button to send the override code directly to the student.

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### Registration Override Codes

Override Codes are unique single-use codes that are intended to grant an individual student (one code per student) permission to enroll in your course. Supplying the code to a student is similar to providing your signature and does not automatically register the student. The student must enter the code before being permitted to register for the course. Once a code is used, it will be logged in this application and cannot be used again.

Override codes can be used to waive all registration restrictions except for time conflicts, duplicate courses (i.e. student is already registered for another section of the same course), or repeat of course in which credit has already been earned. Should you have any further questions on Override Codes, feel free to consult with your department administrator or email [Registrar@Brown.edu](mailto:Registrar@Brown.edu). The ability to generate override codes for a particular term will be disabled to coincide with the end of the fourth week of classes in fall/spring semesters, and the last day to add courses in summer term.

Term: 201310-Fall 2013 Course: 16362-URBN-0002-S01

Show Codes Previously Created

Message from webpage

Override Code 60GYMA successfully send to Marlene\_Undergrad@Brown.edu

OK

Show 10 entries Search:

Override Code	Used By	Created By	Created Date	Assigned Indicator	Email
60GYMA		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
7M0ZA2		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	

You will receive a confirmation that the override code was sent successfully to the student.

## Faculty - Override codes in Banner Web

Show Codes Previously Created      Create Override Codes  
(Please enter desired number of new override codes to be created. Max value is 99.)

Show  entries      Search:

Override Code	Used By	Created By	Created Date	Assigned Indicator	Email
60GYMA		Faculty, Emma	26-AUG-13	<input checked="" type="checkbox"/>	Marlene_Undergrad@Brown.edu
7M0ZA2		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
95DW8A		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
9YXLC8		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
BQCGJ6		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
D110PG		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
JGDRJK		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
Q8Y9FK		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
QCFIYH		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
US138K		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	

The email address of the student will display and the assigned indicator will be set once the override code is sent to the student.

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86V47E		Faculty, Emma	23-AUG-13	<input type="checkbox"/>	
89E9TS		Gubata, Sherry T	23-AUG-13	<input checked="" type="checkbox"/>	
9PT0YP		Faculty, Emma	23-AUG-13	<input type="checkbox"/>	
DKFWMI	Undergrad, Marlene	Faculty, Emma	23-AUG-13	<input checked="" type="checkbox"/>	
FU24JE		Gubata, Sherry T	23-AUG-13	<input checked="" type="checkbox"/>	
Y1F51E		Gubata, Sherry T	23-AUG-13	<input checked="" type="checkbox"/>	
YFRYRJ		Gubata, Sherry T	23-AUG-13	<input checked="" type="checkbox"/>	

Showing 1 to 10 of 10 entries

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Update Assigned Status

RELEASE: 0.5.0

Trusted sites

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When a student uses a registration code, the student's name will appear in the Used By column so you may track distribution and usage.

## Faculty - Override codes in Banner Web

(Please enter desired number of new override codes to be created. Max value is 99.)

Show  entries

Search:

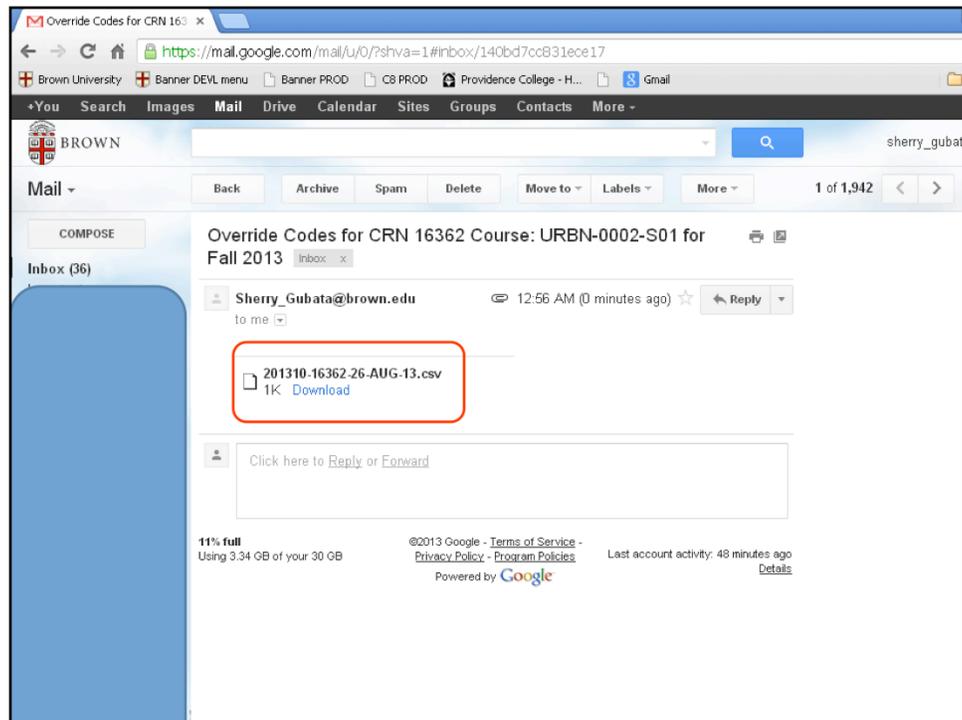
Override Code	Used By	Created By	Created Date	Assigned Indicator	Email
60GYMA		Faculty, Emma	26-AUG-13	<input checked="" type="checkbox"/>	Marlene_Undergrad@Brown.edu
7M0ZA2		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
95DW8A		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
9YXLC8		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
BQCGJ6		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
D110PG		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
JGDRJK		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
Q8Y9FK		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
QCFIYH		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
US138K		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	

Showing 1 to 10 of 10 entries

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You may use the icons to email a .csv file to yourself for distribution. Click the various icons to activate your choices for download and distribution.

## Faculty - Override codes in Banner Web



Csv file will be delivered to your Brown Email account.

## Faculty - Override codes in Banner Web

(Please enter desired number of new override codes to be created. Max value is 99.)

Show  entries Search:

   [View Print-Ready Format](#)

Override Code	Used By	Created By	Created Date	Assigned Indicator	Email
60GYMA		Faculty, Emma	26-AUG-13	<input checked="" type="checkbox"/>	Marlene_Undergrad@Brown.edu
7M0ZA2		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
95DW8A		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
9YXLC8		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
BQCGJ6		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
D110PG		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
JGDRJK		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
Q8Y9FK		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
QCFIYH		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
US138K		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	

Showing 1 to 10 of 10 entries ◀ Previous Next ▶

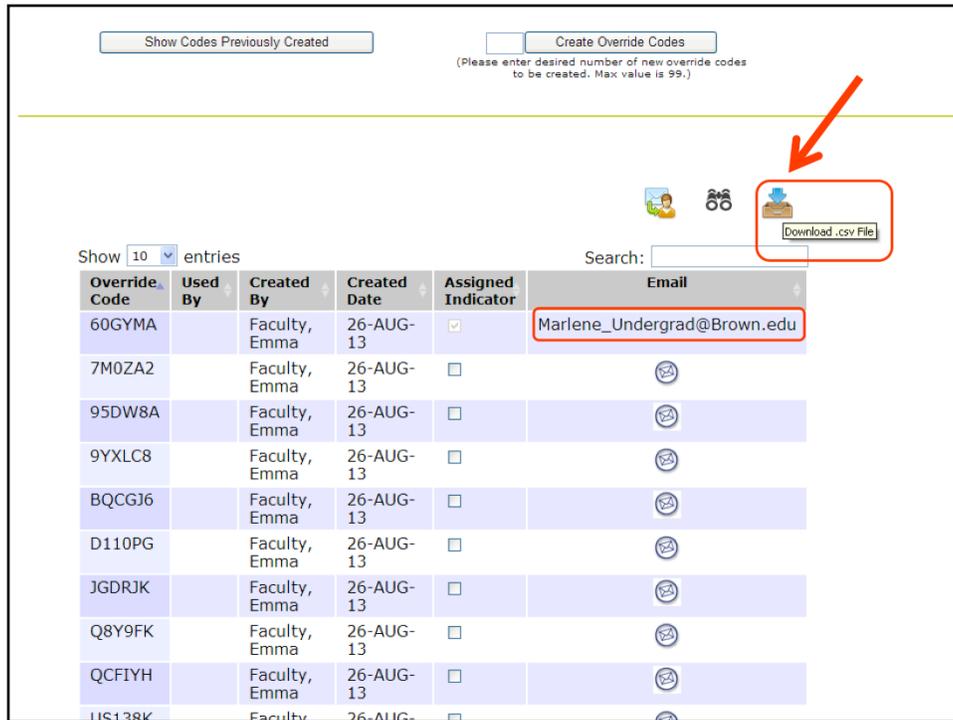
You may use the binoculars to view a print-ready sheet of override codes that can be handed out to students during class.

## Faculty - Override codes in Banner Web

Term: 201310 CRN: 16362 URBN 0002 S01 Code: 9YXLC8 Faculty: Faculty, Emma Student:	Term: 201310 CRN: 16362 URBN 0002 S01 Code: 9YXLC8 Faculty: Faculty, Emma Student:
Term: 201310 CRN: 16362 URBN 0002 S01 Code: US138K Faculty: Faculty, Emma Student:	Term: 201310 CRN: 16362 URBN 0002 S01 Code: US138K Faculty: Faculty, Emma Student:
Term: 201310 CRN: 16362 URBN 0002 S01 Code: JGDRJK Faculty: Faculty, Emma Student:	Term: 201310 CRN: 16362 URBN 0002 S01 Code: JGDRJK Faculty: Faculty, Emma Student:
Term: 201310 CRN: 16362 URBN 0002 S01 Code: QCFYH Faculty: Faculty, Emma Student:	Term: 201310 CRN: 16362 URBN 0002 S01 Code: QCFYH Faculty: Faculty, Emma Student:
Term: 201310 CRN: 16362 URBN 0002 S01 Code: D110PG Faculty: Faculty, Emma Student:	Term: 201310 CRN: 16362 URBN 0002 S01 Code: D110PG Faculty: Faculty, Emma Student:
Term: 201310 CRN: 16362 URBN 0002 S01 Code: BQCGJ6 Faculty: Faculty, Emma Student:	Term: 201310 CRN: 16362 URBN 0002 S01 Code: BQCGJ6 Faculty: Faculty, Emma Student:
Term: 201310 CRN: 16362 URBN 0002 S01	Term: 201310 CRN: 16362 URBN 0002 S01

Print-ready override codes can be printed, distributed, then used as a recording device for distribution of the override codes.

## Faculty - Override codes in Banner Web



The screenshot shows the Banner Web interface for managing override codes. At the top, there are two buttons: "Show Codes Previously Created" and "Create Override Codes". Below the "Create Override Codes" button is a note: "(Please enter desired number of new override codes to be created. Max value is 99.)".

Below the buttons, there are user profile icons and a "Download .csv File" button, which is highlighted with a red box and a red arrow pointing to it from the top right.

Below the icons, there is a "Show 10 entries" dropdown and a "Search:" field.

The main content is a table with the following columns: "Override Code", "Used By", "Created By", "Created Date", "Assigned Indicator", and "Email".

Override Code	Used By	Created By	Created Date	Assigned Indicator	Email
60GYMA		Faculty, Emma	26-AUG-13	<input checked="" type="checkbox"/>	Marlene_Undergrad@Brown.edu
7M0ZA2		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
95DW8A		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
9YXLC8		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
BQCGJ6		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
D110PG		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
JGDRJK		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
Q8Y9FK		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
QCFIYH		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
US138K		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	

Select this icon to download your own .csv file directly from Banner Web.

## Faculty - Override codes in Banner Web

	A	B	C	D	E	F	G	H	I	J	K	L
1	201310	16362	URBN	2	S01	60GYMA		26-Aug-13	Assigned	Marlene_Undergrad@Brown.edu	Faculty, Emma	
2	201310	16362	URBN	2	S01	QCFIYH		26-Aug-13			Faculty, Emma	
3	201310	16362	URBN	2	S01	JGDRJK		26-Aug-13			Faculty, Emma	
4	201310	16362	URBN	2	S01	D110PG		26-Aug-13			Faculty, Emma	
5	201310	16362	URBN	2	S01	BQCGJ6		26-Aug-13			Faculty, Emma	
6	201310	16362	URBN	2	S01	95DW8A		26-Aug-13			Faculty, Emma	
7	201310	16362	URBN	2	S01	9YXLC8		26-Aug-13			Faculty, Emma	
8	201310	16362	URBN	2	S01	7M0ZA2		26-Aug-13			Faculty, Emma	
9	201310	16362	URBN	2	S01	Q8Y9FK		26-Aug-13			Faculty, Emma	
10	201310	16362	URBN	2	S01	US138K		26-Aug-13			Faculty, Emma	
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You may have to adjust some of the column widths for your display.

## Faculty - Override codes in Banner Web

(Please enter desired number of new override codes to be created. Max value is 99.)

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Show  entries

Override Code	Used By	Created By	Created Date	Assigned Indicator	Email
86V47E		Faculty, Emma	23-AUG-13	<input type="checkbox"/>	
9PT0YP		Faculty, Emma	23-AUG-13	<input type="checkbox"/>	
0QFC5L		Faculty, Emma	23-AUG-13	<input checked="" type="checkbox"/>	
2DN210		Faculty, Emma	23-AUG-13	<input checked="" type="checkbox"/>	Josiah_Carberry@Brown.edu
DKFWMI	Undergrad, Marlene	Faculty, Emma	23-AUG-13	<input checked="" type="checkbox"/>	
6S1SYL		Gubata, Sherry T	23-AUG-13	<input checked="" type="checkbox"/>	
89E9TS		Gubata, Sherry T	23-AUG-13	<input checked="" type="checkbox"/>	
FU24JE		Gubata, Sherry T	23-AUG-13	<input checked="" type="checkbox"/>	
Y1F51E		Gubata,	23-AUG-	<input checked="" type="checkbox"/>	

You can use the column header filters to display the override codes in a way that suits your purpose. Sorting by assigned Indicator will group all those that have not been assigned in one place. Filtering by 'Used By' will force those codes that have been assigned to the bottom of the list. Please note that override codes may be created by another instructor assigned to the course. To avoid confusion and possible duplication, you should assign only the codes that are listed with your name in the Created By column.