

Student: Registration Overrides Revised August 21, 2009

SLIDE 1

PowerPoint Intro slide that says:

Students: Registration Overrides

During this screencast, we'll show you how Brown University students can use registration overrides to register for courses.

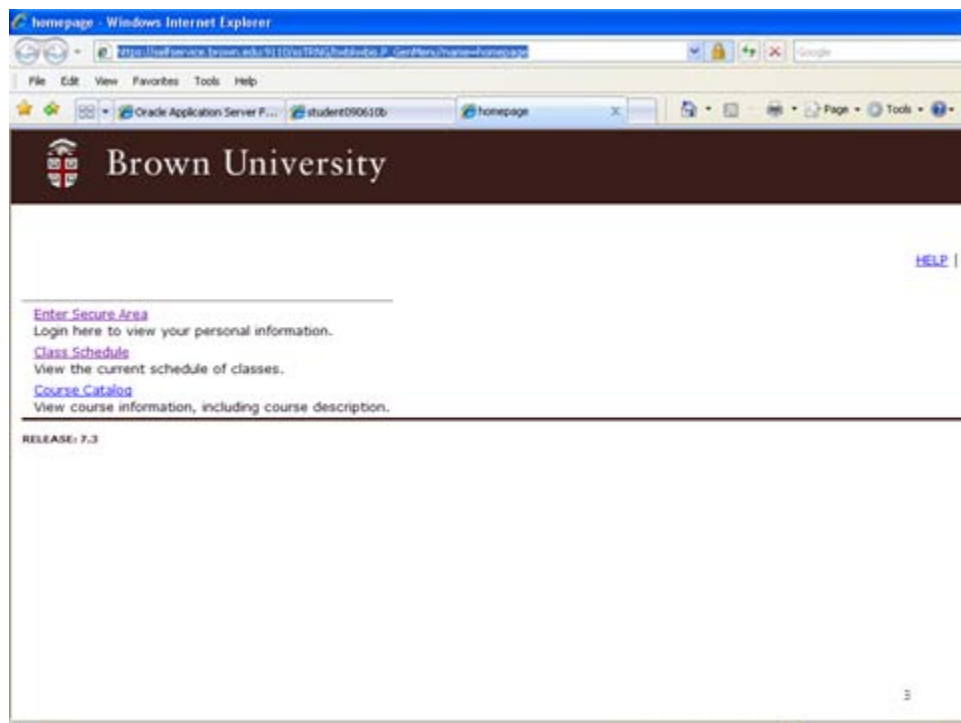
SLIDE 2

Slide says:

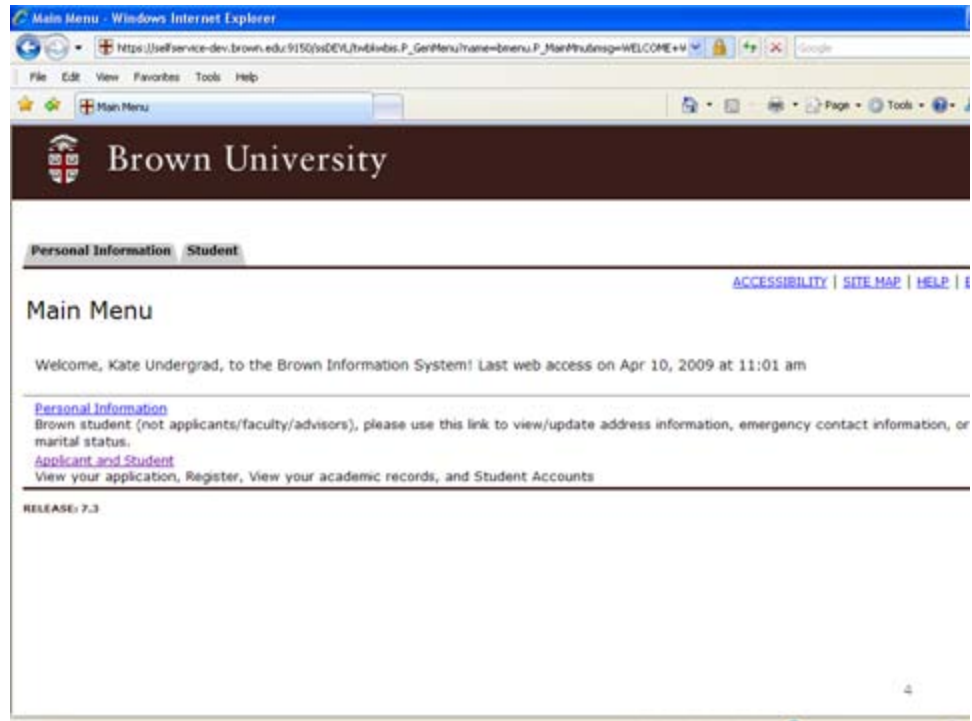
<https://selfservice.brown.edu> or Banner Web from the Brown homepage

To get started, you can visit Self Service Banner at <https://selfservice.brown.edu> or click on the Banner Web link on the Brown homepage. To access Self Service Banner, you will need to log in to the Secure Area with your Brown username and password.

SLIDE 3



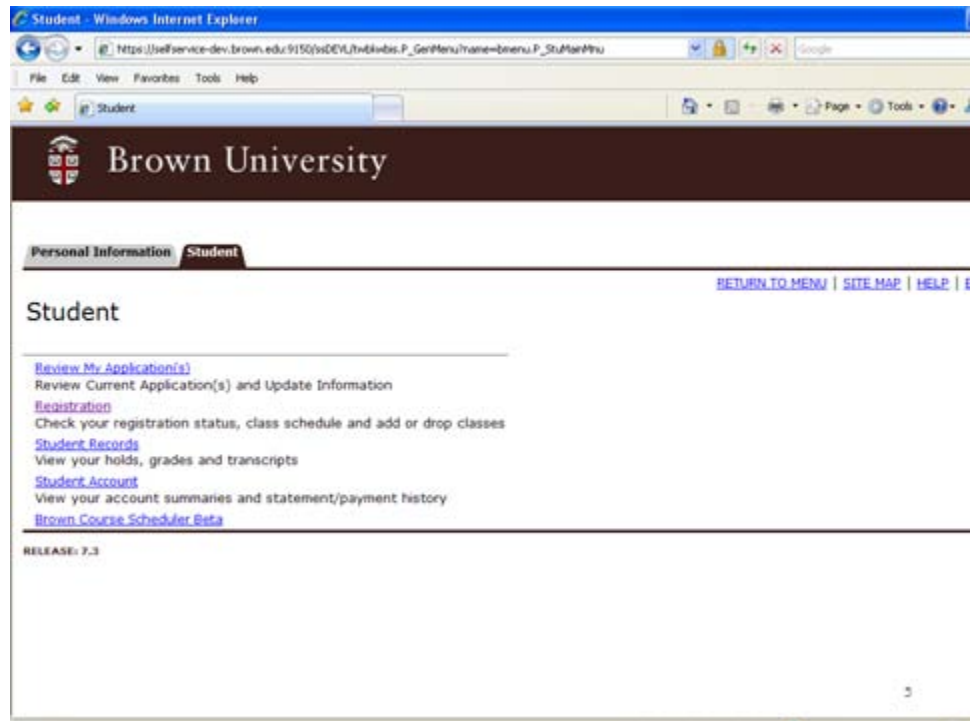
SLIDE 4



Once you're logged in, you'll see a menu similar to this one.

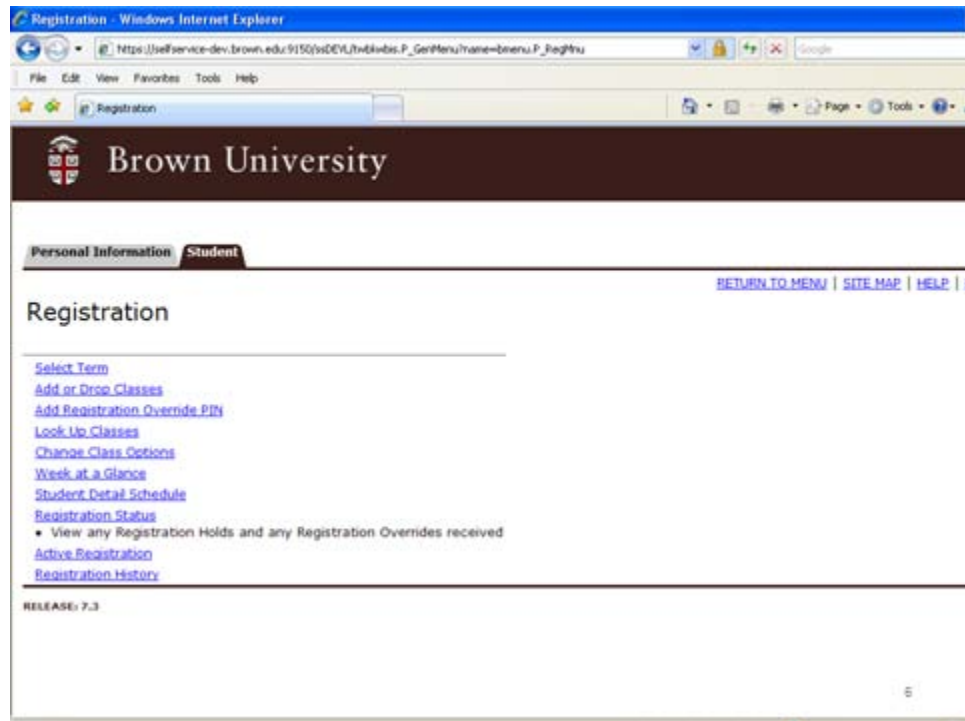
From this Menu, select the Applicant and Student link

SLIDE 5



From the next menu, select the Registration Link.

SLIDE 6



To register for courses, you would select the Add or Drop Classes link.

SLIDE 7

The screenshot shows a web browser window titled "Registration Term - Windows Internet Explorer". The address bar displays the URL https://selfservice.brown.edu/9110/ssTRNG/bwsl/reg.P_ABPIn. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows various icons for navigation and actions. The page content features the Brown University logo and name at the top. Below this, there are tabs for "Personal Information" and "Student". The "Registration Term" section contains a "Select a Term:" label, a dropdown menu with "Fall 2009" selected, and a "Submit" button. To the right of the dropdown, the text "Fall 2009" and "Spring 2009" are visible. In the top right corner, there are links for "RETURN TO MENU", "SITE MAP", and "HELP". Below these links, the user's ID "B00503090", name "Kate Underg", and the date/time "Apr 10, 2009 11:02" are displayed. At the bottom left, the text "RELEASE: 7.2" is shown. A small number "7" is visible in the bottom right corner of the page.

Registration Term - Windows Internet Explorer

https://selfservice.brown.edu/9110/ssTRNG/bwsl/reg.P_ABPIn

File Edit View Favorites Tools Help

Registration Term X student090610b Oracle Application ... http://Banner-dev...

Brown University

Personal Information Student

Registration Term

RETURN TO MENU | SITE MAP | HELP |

B00503090 Kate Underg
Apr 10, 2009 11:02

Select a Term: Fall 2009
Fall 2009
Spring 2009

Submit

RELEASE: 7.2

7

Then select the appropriate term from the drop down list.

SLIDE 8

Add or Drop Classes

To add a class, enter the Course Reference Number (CRN) in the Add Classes section. To search for a class, please use the Class Search button. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Web Registered on Feb 24, 2009	None	25371	ARCH	0100	S01 Undergraduate	1.000	Standard ABC/No Credit	Field Archaeology in the Ancient World
Web Registered on Mar 30, 2009	None	25477	AMCV	0150G	S01 Undergraduate	1.000	Standard ABC/No Credit	Women / Writing / Power

Total Credit Hours: 2.000
Billing Hours: 2.000
Maximum Hours: 5.000
Date: Apr 10, 2009 11:19 am

Registration Add Errors

Status	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Written Permission-Instru	20486	LITR	0110A	S01 Undergraduate	1.000	Satisfactory/No Credit	Fiction I

Add Classes Worksheet

CRNs

When you're trying to register, you might see an error message. For example, the error message we see here indicates that Written Permission is Required. Some errors, such as this one, can be overridden by the faculty member associated with the course.

Errors that can NOT be overridden are a time conflict, a duplicate course, a linked course, or a course that is not repeatable for credit.

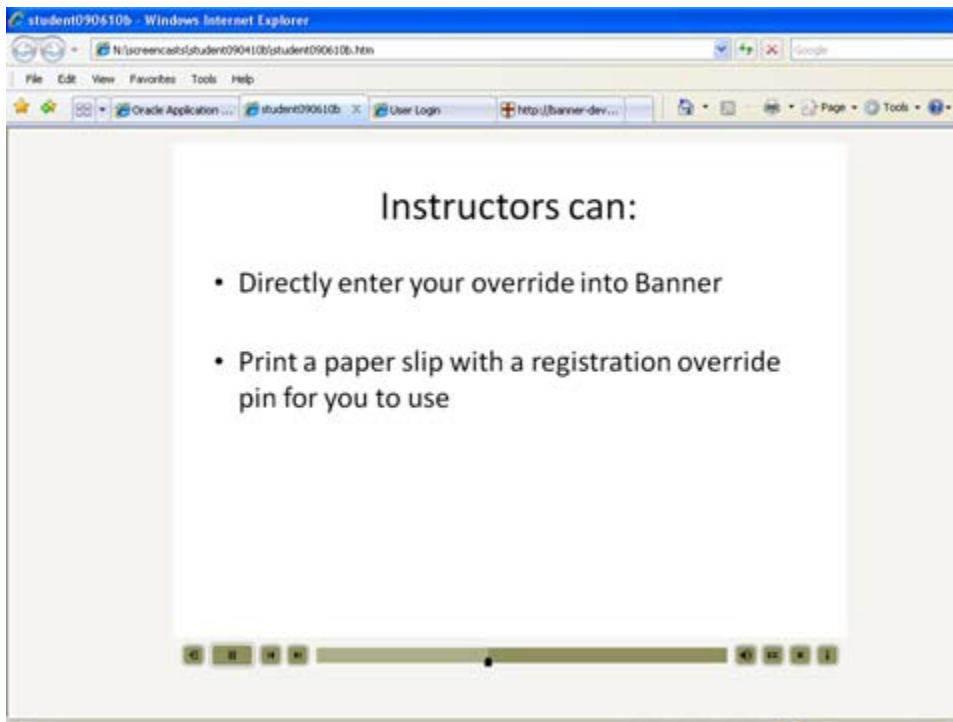
If your error is not one of these, you will simply need permission to register for the course. Contact the faculty member listed or, if the instructor listed is "TBA", the department offering the course to request a Registration Override.

Before contacting the faculty member or the department, please make note of your Banner ID - they will need it in order to grant you an override. This ID is found on your Brown ID card, as well as in the top right hand corner of most self-service Banner screens, next to your name.

SLIDE 9

PowerPoint Slide:

1. They can directly enter your override into Banner
2. They can print a paper slip with a registration override pin for you to use



When you request a registration override, your instructors have one of two options:

One, they can directly enter your override into Banner
or Two, they can print a paper slip with a registration override pin for you to use

SLIDE 10

Registration Status - Windows Internet Explorer

https://selfservice.brown.edu:9110/istrNG/bwvkrta.P_RegStatusDisp

File Edit View Favorites Tools Help

Oracle Application Server For... Registration Status X

Page Tools

Brown University

Personal Information Student

[RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) |

Registration Status

B00503090 Kate Underg
Spring 2
Apr 10, 2009 11:23

- ☒ You have no Holds which prevent registration.
- ☒ Your Academic Standing permits registration.
- ☒ Your Student Status permits registration.

Your Class for registration purposes is Semester Level 01.

Registration Permits and Overrides

Permit/Override	CRN	Subject Course
Override All Restrictions	25477 AMCV	0150G Women / Writing / Power

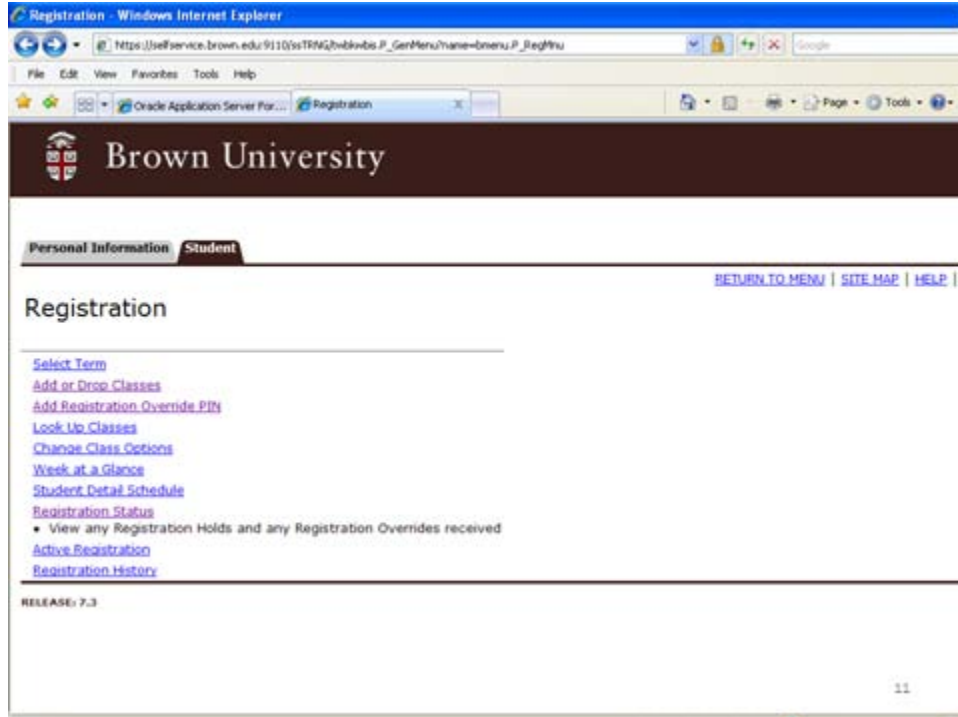
Curriculum Information

Current Program	
Bachelor of Arts	
Level:	Undergraduate
Program:	Bachelor of Arts
Admit Term:	Fall 2008

10

If the instructor enters your override directly into Banner, you can see that the override was granted when you're viewing your Registration Status page on Self Service Banner. Once the override is entered, you must still register for the course in question.

SLIDE 11



If the instructor chooses to print a pin for you instead, you will receive a paper slip with the pin number. This pin can only be used by you for this course. The pin will override all but the four restrictions mentioned earlier (a time conflict, a duplicate course, a linked course, or a course that is not repeatable for credit).

To use this method, select the Add Registration Override PIN link from the Registration menu.

SLIDE 12

The screenshot shows a web browser window titled "Registration Term - Windows Internet Explorer". The address bar displays the URL https://selfservice.brown.edu/9110/strings/bwselfreg.P_AffPin. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows various icons for navigation and utility. The page content features the Brown University logo and name at the top. Below this, there are tabs for "Personal Information" and "Student". The "Registration Term" section contains a dropdown menu labeled "Select a Term:" with options "Fall 2009", "Fall 2009", and "Spring 2009". A "Submit" button is located below the dropdown. In the top right corner, there are links for "RETURN TO MENU", "SITE MAP", and "HELP", along with the text "B00503090 Kate Underg" and "Apr 10, 2009 11:02". At the bottom left, it says "RELEASE: 7.2". The page number "12" is visible in the bottom right corner.

Registration Term - Windows Internet Explorer

https://selfservice.brown.edu/9110/strings/bwselfreg.P_AffPin

File Edit View Favorites Tools Help

Registration Term student090610b Oracle Application ... http://banner-dev...

Brown University

Personal Information Student

Registration Term

RETURN TO MENU | SITE MAP | HELP |

B00503090 Kate Underg
Apr 10, 2009 11:02

Select a Term: Fall 2009
Fall 2009
Spring 2009

Submit

RELEASE: 7.2

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If prompted, choose the appropriate term from the drop down menu and click Submit.

SLIDE 13

The screenshot shows a web browser window with the URL https://selfservice.brown.edu/9110/ssTRNG/hwckfreg_P_AltPin. The page header includes the Brown University logo and name. Below the header, there are tabs for 'Personal Information' and 'Student'. The 'Student' tab is active, and the page displays the following information:

[RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) | [LOG OUT](#)

B00503090 Kate Underg
Spring 2
Apr 10, 2009 11:27

Add Registration Override PIN

CRN	PIN
20486	LINT07
21907	STV090
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Click on Submit Changes to record the override

RELEASE: 7.0

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When you reach this page, you can enter your pin and record the override. First, enter the CRN of the course, then, enter the PIN number in the box next to it. Pin numbers are not case sensitive. The letter O is not being used – if you see something that looks like an O, enter a Zero. When you're finished, click on Submit Changes to record the override. You may enter up to 4 overrides at a time.

SLIDE 14

https://selfservice.brown.edu:9110/AsTRNG/heckfreg.P_Regs - Windows Internet Explorer

https://selfservice.brown.edu:9110/AsTRNG/heckfreg.P_Regs

File Edit View Favorites Tools Help

Oracle Application Server Por... https://selfservice.brown... X

Page Tools

Personal Information **Student**

[RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) | [LOG OUT](#)

B00503090 Kate Underg
Spring 2
Apr 10, 2009 11:42

Override has been successfully applied for 20486. Click on Add to Worksheet to proceed to the add/drop page and register for this CRN.

Please enter a valid pin for CRN 21907. You have entered no pin/wrong pin/the pin you entered has already been used. Please check your information and try again.

Add Registration Override PIN

CRN	PIN
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

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We're not done yet! Once you receive the message that your override has been successfully submitted, you still must register for the course. Click on the Add to Worksheet button to access the Add/Drop page. If you encounter an error message regarding the pin, please follow the on screen instructions and re-enter the pin if necessary. Use caution when entering the pin numbers. There is a maximum of 5 attempts allowed per CRN before you will be instructed to bring the pin slip to the Registrar's Office for the override.

This is Important: Once you have incorrectly entered your pin 5 times, the override must be entered directly into Banner by the faculty or department staff. They won't be able to print another pin for you. So, type carefully!

SLIDE 15

Add or Drop Classes - Windows Internet Explorer

https://selfservice.brown.edu/9110/strng/bwdcone/P_AddFromSearch

File Edit View Favorites Tools Help

Grade Application Server Por... Add or Drop Classes

Add or Drop Classes B00503090 Kate Underg
Spring 2
Apr 10, 2009 11:44

To add a class, enter the Course Reference Number (CRN) in the Add Classes section. To search for a class, please use the Class Search button. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Feb 24, 2009	None	25371	ARCH	0100	S01	Undergraduate	1.000	Standard ABC/No Credit	Field Archaeology in the Ancient World
Web Registered on Mar 30, 2009	None	25477	AMCV	0150G	S01	Undergraduate	1.000	Standard ABC/No Credit	Women / Writing / Power

Total Credit Hours: 2.000
Billing Hours: 2.000
Maximum Hours: 5.000
Date: Apr 10, 2009 11:44 am

Add Classes Worksheet

CRNs

20486

Submit Changes Class Search Reset

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On the Add or Drop page, be sure to click on Submit Changes to register for the course.

Remember, the override itself does not register you for the course - you must Submit Changes to actually register.

SLIDE 16

Add or Drop Classes

RETURN TO MENU | SITE MAP | HELP | EXIT

800503090 Kate Undergrad
Spring 2009
Apr 10, 2009 02:52 pm

To add a class, enter the Course Reference Number (CRN) in the Add Classes section. To search for a class, please use the Class Search button. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Web Registered on Feb 24, 2009	None	25371	ARCH	0100	S01 Undergraduate	1.000	Standard ABC/No Credit	Field Archaeology in the Ancient World
Web Registered on Mar 30, 2009	None	25477	AMCV	0150G	S01 Undergraduate	1.000	Standard ABC/No Credit	Women / Writing / Power
Web Registered on Apr 10, 2009	None	20486	LITR	0110A	S01 Undergraduate	1.000	Satisfactory/No Credit	Fiction I

Total Credit Hours: 3.000
Billing Hours: 3.000
Maximum Hours: 5.000
Date: Apr 10, 2009 02:52 pm

Add Classes Worksheet

CRNs

15

Once you've registered successfully, you will see the course appear in your Current Schedule listing.

When you have completed your Web Registration session, please click the Exit link in the right hand corner of the screen. This will end your session.

Thank you for visiting this tutorial.