Procedures for ALL INSTRUCTORS

Step 1) Log in MyUWG. Click on the BanWeb Tab. Select Faculty & Advisors.

Step 2) Select Student Menu
Step 3) Select Registration Overrides

Step 4) Select the Term of the course from drop down menu.

Step 5) Enter the Student’s 917 #
Step 6) Verify it is the correct student. Click Submit.

Step 7) Select an override form the drop down menu.
Step 8) Select the course from the drop down menu. Click Submit.

Step 9) Confirm ALL information is correct and select Submit.

Step 10) Student MUST log on to BanWeb and register for the course that was given a specific override.