## How to Request a Registration Override (myBanner)

If you encounter a registration error message and would like to request a registration override you can do so via your **myBanner**.

- 1. If you would like to submit a registration override, login to your myBanner.
- 2. Select Student
- 3. Select Registration
- 4. Select Registration Override Term

TICE. IC	u may not be registered	for the same co	ourse in multiple se	mesters.	
Student lick here to v	Registration Self Se	rvice ns, search schedule a	nd catalog, and register for	classes.	
	on Override Requests Sun eview registration override requests				
ou must sele	istration Override Term t a term before you can submit an o m Override Request Form	override request.			
	on Fee Assessment Il Information				
	r and Advisor Information on History	n			

5. Select the term for which you would like to submit an override request and click Submit.

Search Go	
Registration Term	
Select a Term: Fall 2020 (View only)	_
Select a Term: Pail 2020 (View Only)	

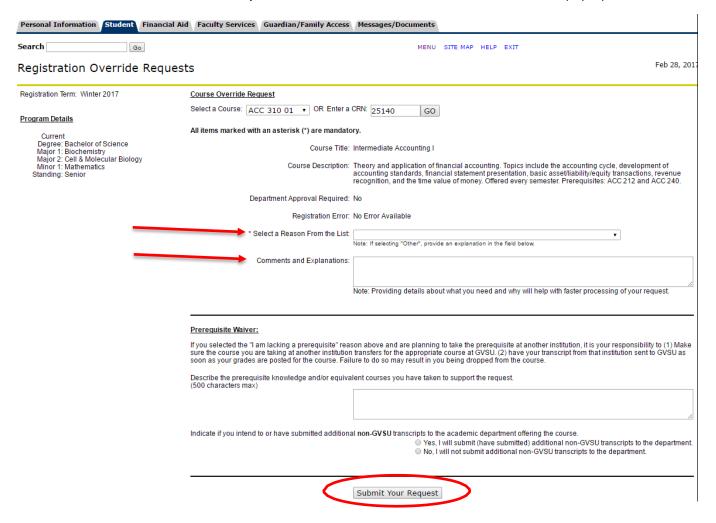
6. Then select Registration Override Request Form

Search Go
Registration
NOTICE: You may not be registered for the same course in multiple semesters.
Student Registration Self Service Click here to view registration status, manage plans, search schedule and catalog, and register for classes.
Registration Override Requests Summary Click here to review registration override requests.
Select Registration Override Term The must select a term before you can submit an override request. Registration Override Request Form
Registration Fee Assessment Withdrawal Information
View Major and Advisor Information Registration History
Select Term
Search for Classes – old version of Registration ending March 20.  Add or Drop Classes – old version of Registration ending March 20.
RFI FASE∙ Q Q

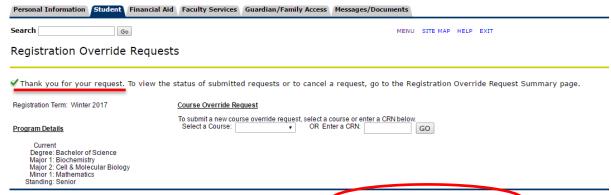
7. Select the course and section number from the drop down menu or enter the CRN of the course for which you would like an override. Then select **GO** 



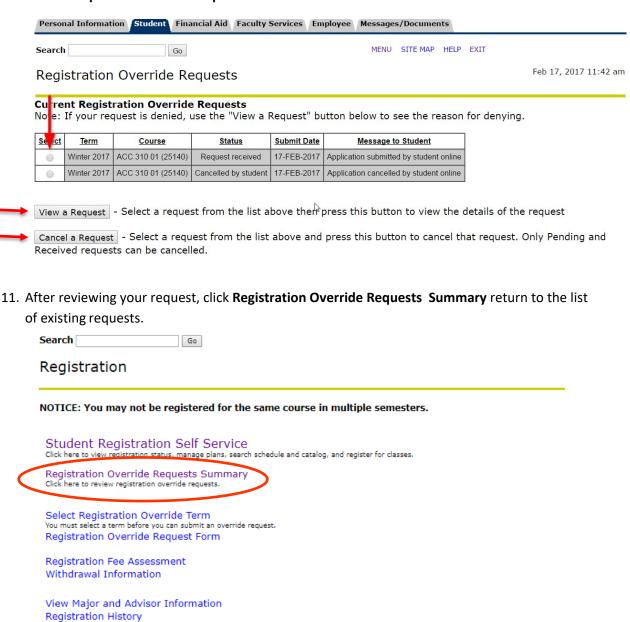
- 8. Complete the course override request by entering the reason you are requesting the override and any comments you may have to help the department review your request.
  - a. If you selected I am lacking a prerequisite, please complete the prerequisite waiver information and indicate if you are submitting non-GVSU transcripts to the department.
  - b. Click Submit Your Request at the bottom of the screen and then OK in the pop-up box



- 9. A confirmation of your request will appear on the Registration Override Requests Page
  - a. Click on **Registration Override Request Summary** to view the statuses of all registration override requests for this semester



10. To review or cancel existing override requests, click the button to select the request, then click **View a Request** or **Cancel a Request**.



Select Term

Search for Classes – old version of Registration ending March 20. Add or Drop Classes – old version of Registration ending March 20.

RELEASE: 8 9

<sup>\*\*\*</sup>Students will receive an e-mail via their GVSU email address regarding the override decision.\*\*\*