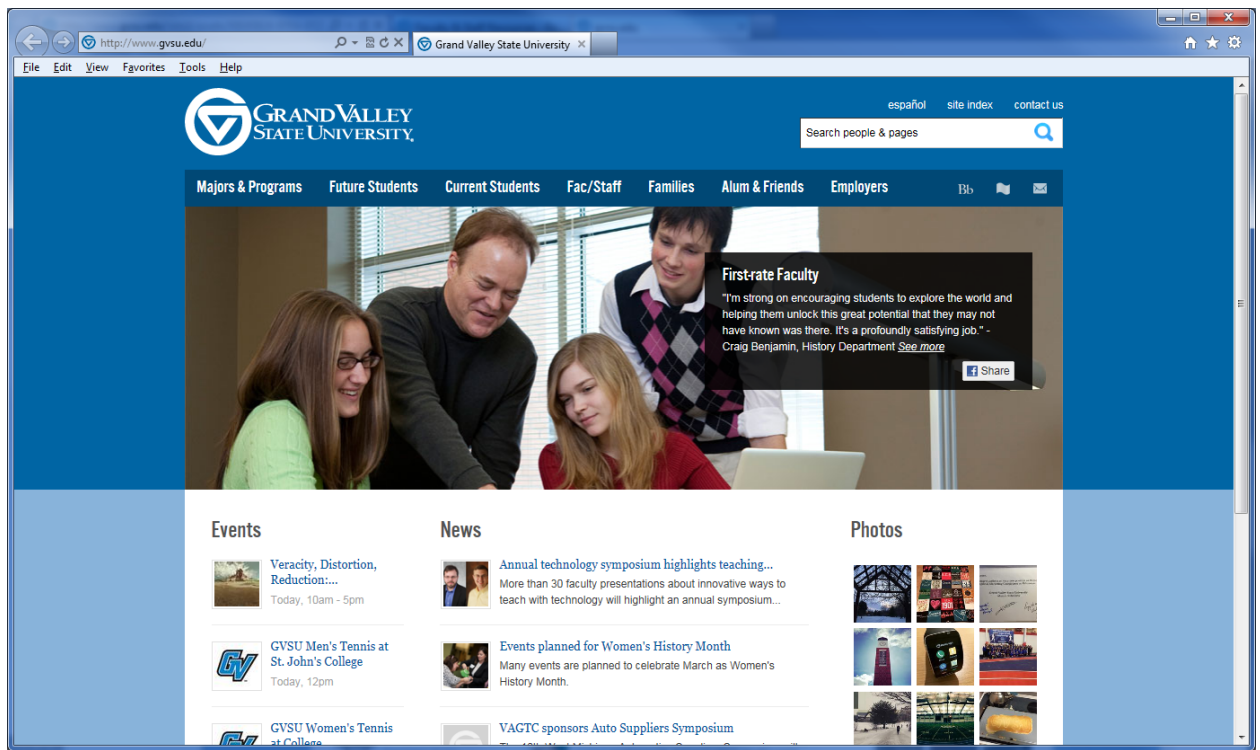


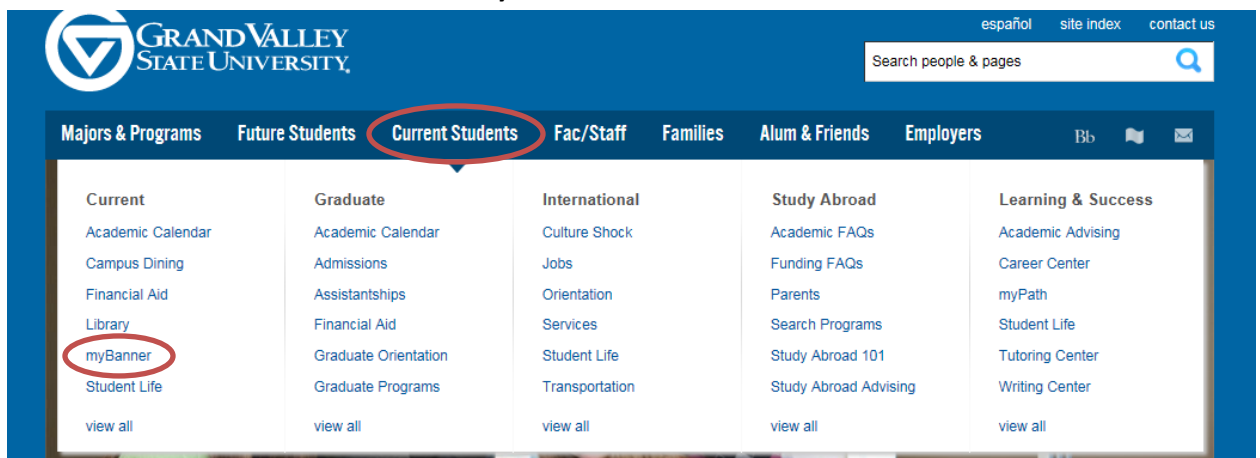
How to Request a Registration Override (myBanner)

If you encounter a registration error message and need to request a registration override you can do so by clicking on the **Registration Override Request Form** link at the bottom of the **Add or Drop Classes** or **Look Up Classes** pages in your **myBanner**.

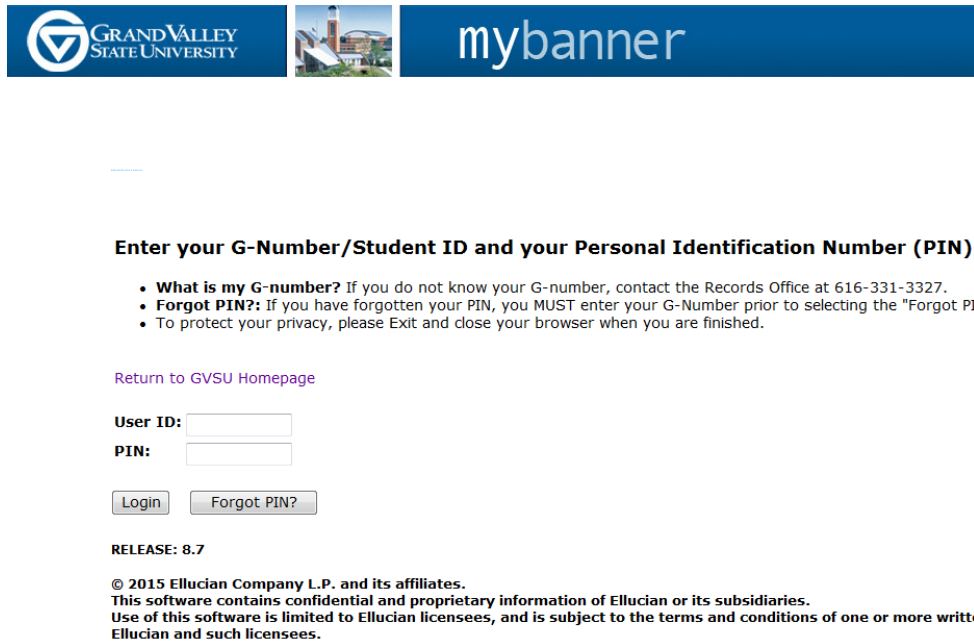
1. Open an internet browser.
2. Go to the GVSU home page (<http://www.gvsu.edu/>). The following page will display:



3. Click **Current Students** and then select **myBanner** in the column under **Current**.



4. Login to **myBanner** using your G-number as the User ID and enter your PIN. If you have logged in previously and changed your PIN but cannot remember it, click on **Forgot Pin?**



The login page features a blue header with the Grand Valley State University logo, a building image, and the 'mybanner' text. Below the header, a purple link 'Return to GVSU Homepage' is visible. The login section includes fields for 'User ID:' and 'PIN:', each followed by a text input box. Below these fields are two buttons: 'Login' and 'Forgot PIN?'. A 'RELEASE: 8.7' notice and copyright information for 2015 Ellucian Company L.P. are at the bottom.

Enter your G-Number/Student ID and your Personal Identification Number (PIN).

- **What is my G-number?** If you do not know your G-number, contact the Records Office at 616-331-3327.
- **Forgot PIN?:** If you have forgotten your PIN, you **MUST** enter your G-Number prior to selecting the "Forgot PIN?" button below.
- To protect your privacy, please Exit and close your browser when you are finished.

[Return to GVSU Homepage](#)

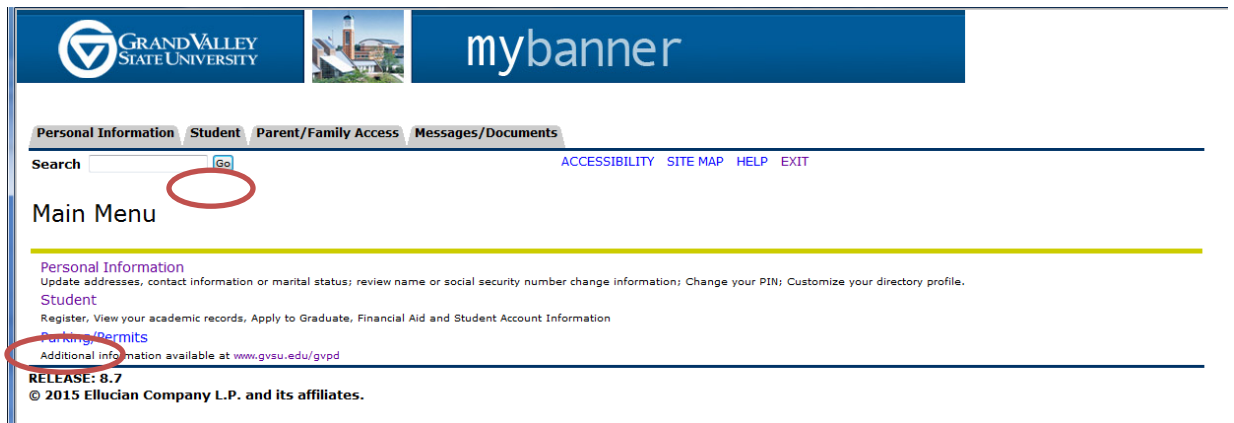
User ID:

PIN:

RELEASE: 8.7

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5. Click on the **Student menu** (or the **Student** tab).



The main menu page has a blue header with the GVSU logo, building image, and 'mybanner' text. Below the header is a navigation bar with tabs: 'Personal Information', 'Student', 'Parent/Family Access', and 'Messages/Documents'. A search bar with a 'Go' button is on the left, and links for 'ACCESSIBILITY', 'SITE MAP', 'HELP', and 'EXIT' are on the right. The 'Main Menu' section lists 'Personal Information', 'Student', and 'Parking/Permits' with brief descriptions. The 'Student' link is circled in red. At the bottom, there is a 'RELEASE: 8.7' notice and copyright information.

Personal Information **Student** **Parent/Family Access** **Messages/Documents**

Search [ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Main Menu

Personal Information
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Student
Register, View your academic records, Apply to Graduate, Financial Aid and Student Account Information

Parking/Permits
Additional information available at www.gvsu.edu/gvpd

RELEASE: 8.7

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6. Click on **Registration**.

The screenshot shows the mybanner website interface. At the top, there is a blue header with the Grand Valley State University logo and the mybanner text. Below the header, there is a navigation bar with tabs for Personal Information, Student, Parent/Family Access, and Messages/Documents. The Student tab is selected. Below the navigation bar, there is a search bar and a Go button. To the right of the search bar, there are links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main content area is titled "Student and Financial Aid". Below this title, there is a list of links: Registration (circled in red), Student Records, Student Account, myHousing, and myCatalog. Each link has a brief description of its function.

7. Select Term.

The screenshot shows the mybanner website interface. At the top, there is a blue header with the Grand Valley State University logo and the mybanner text. Below the header, there is a navigation bar with tabs for Personal Information, Student, Parent/Family Access, and Messages/Documents. The Student tab is selected. Below the navigation bar, there is a search bar and a Go button. To the right of the search bar, there are links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main content area is titled "Registration". Below this title, there is a notice: "NOTICE: You may not be registered for the same course in multiple semesters." Below the notice, there is a list of links: Select Term, Search for Classes (circled in red), Add or Drop Classes, Registration History, Student Schedule, Week at a Glance, Registration Fee Assessment, View Major and Advisor Information, and Registration Override Requests. Each link has a brief description of its function.

8. Click **Submit**.

The screenshot shows the mybanner website interface. At the top, there is a blue header with the Grand Valley State University logo and the mybanner text. Below the header, there is a navigation bar with tabs for Personal Information, Student, Parent/Family Access, and Messages/Documents. The Student tab is selected. Below the navigation bar, there is a search bar and a Go button. To the right of the search bar, there are links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main content area is titled "Registration Term". Below this title, there is a date and time stamp: "Jan 28, 2015 12:30 pm". Below the date and time stamp, there is a dropdown menu labeled "Select a Term:" with "Spring/Summer 2015" selected. Below the dropdown menu, there is a Submit button (circled in red).

9. Click on **Add or Drop Classes**.

Grand Valley State University mybanner

Personal Information Student Financial Aid Faculty Services Employee Finance Parent/Family Access Messages/Documents

Search Go RETURN TO MENU SITE MAP HELP EXIT

Registration

NOTICE: You may not be registered for the same course in multiple semesters.

Select Term

Registration Status - Before checking registration status, click on Select Term to choose appropriate term

[Search for Classes](#)

[Add or Drop Classes](#)

[Registration History](#)

[Student Schedule](#)

[Week at a Glance](#)

[Registration Fee Assessment](#)

[Withdrawal Information](#)

[View Major and Advisor Information](#)

[Registration Override Requests](#)

Click here to review and/or submit registration override requests

10. Enter CRNs and click **Submit Changes** or click on **Class Search** to select classes.

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

By registering for classes at Grand Valley State University, I acknowledge and agree that:

- I am financially responsible for all charges related to my registration and attendance
- If any portion of my account remains unpaid after the due date, I am responsible for any related late fees (12% annually).
- I will be responsible to pay the fees of any collection agency, which may be based on a percentage at a maximum of 33% of the debt, and all costs and expenses, including reasonable attorney's fees we incur in such collection efforts.
- If my financial aid is cancelled I am responsible for all remaining charges on my account.
- If I decide not to attend course(s) it is my responsibility to drop the course(s).

Reminder: There is a limit of 1,000 transactions per term to register, drop, and add classes.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Jan 19, 2015	None	36105	ANT	204	01	Undergraduate	3.000	Letter Grade	Introduction to Cultural Anthropology

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 17.000
Date: Jan 28, 2015 12:35 pm

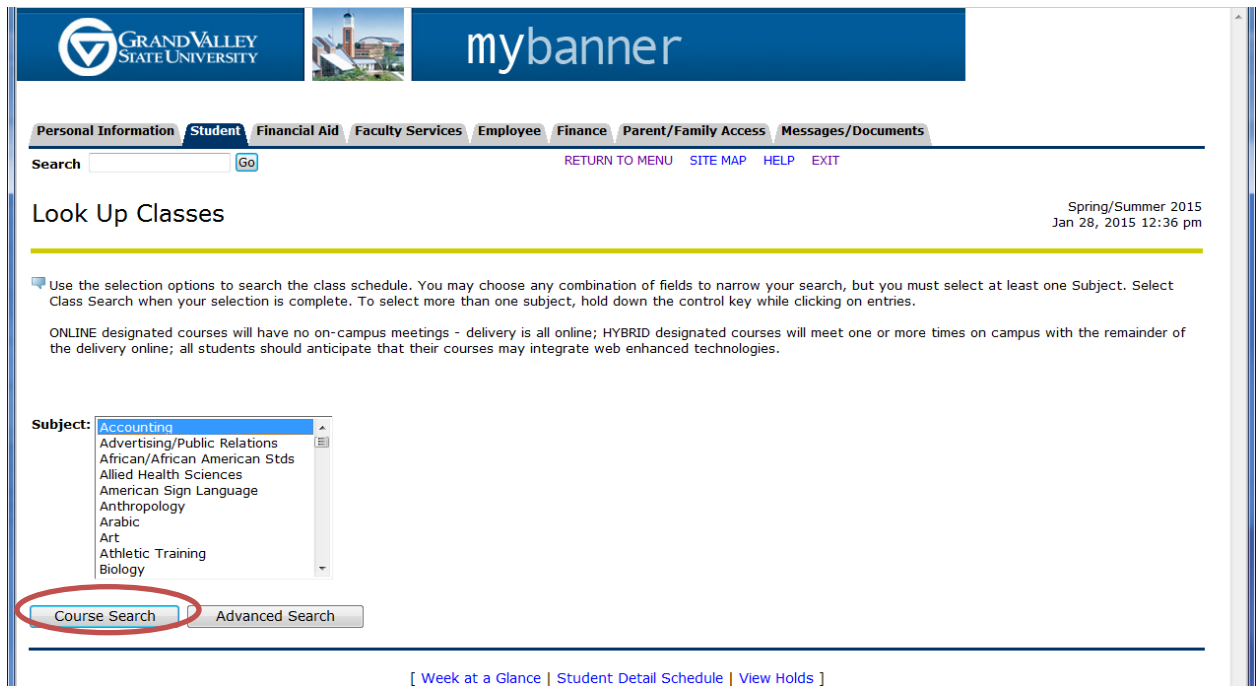
Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

[Registration Override Request Form]

11. Select a **Subject** and click **Course Search**.



GRAND VALLEY STATE UNIVERSITY mybanner

Personal Information Student Financial Aid Faculty Services Employee Finance Parent/Family Access Messages/Documents

Search Go RETURN TO MENU SITE MAP HELP EXIT

Look Up Classes

Spring/Summer 2015
Jan 28, 2015 12:36 pm

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete. To select more than one subject, hold down the control key while clicking on entries.

ONLINE designated courses will have no on-campus meetings - delivery is all online; HYBRID designated courses will meet one or more times on campus with the remainder of the delivery online; all students should anticipate that their courses may integrate web enhanced technologies.

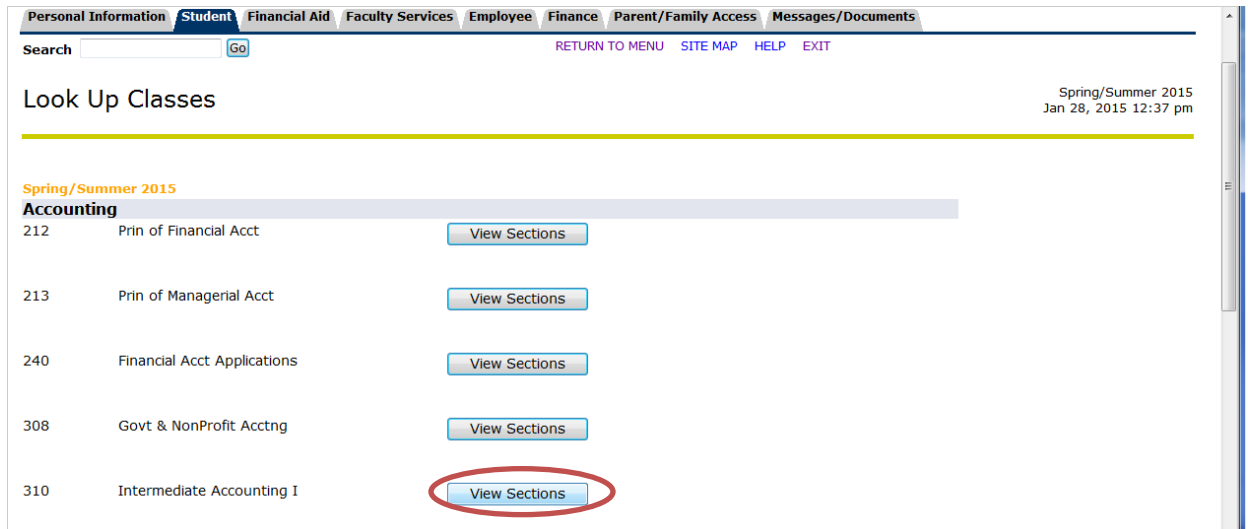
Subject:

- Accounting
- Advertising/Public Relations
- African/African American Stds
- Allied Health Sciences
- American Sign Language
- Anthropology
- Arabic
- Art
- Athletic Training
- Biology

Course Search Advanced Search

[[Week at a Glance](#) | [Student Detail Schedule](#) | [View Holds](#)]

12. Click **View Sections** for desired course.



Personal Information Student Financial Aid Faculty Services Employee Finance Parent/Family Access Messages/Documents

Search Go RETURN TO MENU SITE MAP HELP EXIT

Look Up Classes

Spring/Summer 2015
Jan 28, 2015 12:37 pm

Accounting

212	Prin of Financial Acct	View Sections
213	Prin of Managerial Acct	View Sections
240	Financial Acct Applications	View Sections
308	Govt & NonProfit Acctng	View Sections
310	Intermediate Accounting I	View Sections

13. Check the box for the section you want to register for and click **Register**.

14. If you encounter a registration error and would like to request a Registration Override click on **Registration Override Request Form**.

15. This will bring you to the **Registration Override Requests** information page. Click **Continue**.

GRAND VALLEY STATE UNIVERSITY mybanner

Personal Information Student Financial Aid Faculty Services Employee Finance Parent/Family Access Messages/Documents

Search Go MENU SITE MAP HELP EXIT

Registration Override Requests

Jan 28, 2015 12:42 pm

1 Students seeking permission to register in a course for which they have received a restriction or prerequisite error may submit a Registration Override Request Form.

Please note:

1. Submitting a request does **not guarantee** a space in the course. **The department offering the course** will review requests and make a decision.
2. Check the status of your request on the Override Request Summary page.
3. When the decision is made an email will be sent to your **GVSU email address**.
4. For general assistance, contact the Registrar's Office at regdept@gvsu.edu or 616-331-3327.

Continue

16. Select the course from the drop down menu or enter the CRN.

GRAND VALLEY STATE UNIVERSITY mybanner

Personal Information Student Financial Aid Faculty Services Employee Finance Parent/Family Access Messages/Documents

Search Go MENU SITE MAP HELP EXIT

Registration Override Requests

Jan 28, 2015 12:43 pm

Registration Term: Spring/Summer 2015

Course Override Request

To submit a new course override request, select a course from the list below or enter the CRN.

Select a Course: OR Enter a CRN: GO

AAA 200 01
AAA 231 01
AAA 333 01
AAA 352 01
AAA 399 01
AAA 399 02
AAA 399 03
AAA 490 01
AAA 490 02
AAA 490 03
AAA 490 04
AAA 490 05
AAA 490 06
AAA 499 01
AAA 499 02
AAA 499 03
AAA 499 04
ACC 212 01
ACC 212 02
ACC 213 01
ACC 213 02
ACC 240 01
ACC 240 02
ACC 308 01
ACC 310 01
ACC 311 01
ACC 317 01
ACC 333 01
ACC 340 01

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17. Select a Reason From the List.

GRAND VALLEY STATE UNIVERSITY mybanner

Personal Information Student Financial Aid Faculty Services Employee Finance Parent/Family Access Messages/Documents

Search Go MENU SITE MAP HELP EXIT

Registration Override Requests

Jan 28, 2015 12:45 pm

Registration Term: Spring/Summer 2015

Course Override Request

Select a Course: OR Enter a CRN: GO

ACC 310 01

34771

GO

All items marked with an asterisk (*) are mandatory.

Course Title: Intermediate Accounting I

Course Description: Theory and application of financial accounting. Topics include the accounting cycle, development of accounting standards, financial statement presentation, basic asset/liability/equity transactions, revenue recognition, and the time value of money. Offered every semester. Prerequisites: ACC 212 and ACC 240.

Department Approval Required: No

Registration Error: Prerequisite Not Met

* Select a Reason From the List:

Comments and Explanations: The class is full but I must take it this semester (explain below). I need a permit to register for this course. I am lacking a prerequisite. I need this course to graduate this term. OTHER

Note: Providing details about what you need and why will help with faster processing of your request.

18. If you select '**Other**' please provide additional explanation in the **Comments and Explanation** box. Please also note the type of override that you are requesting (i.e. Closed class, prerequisite, special approval, etc.).

File Edit View Favorites Tools Help

Course Description: Theory and application of financial accounting. Topics include the accounting cycle, development of accounting standards, financial statement presentation, basic asset/liability/equity transactions, revenue recognition, and the time value of money. Offered every semester. Prerequisites: ACC 212 and ACC 240.

Department Approval Required: No

Registration Error: Prerequisite Not Met

* Select a Reason From the List: OTHER
Note: If selecting "Other", provide an explanation in the field below.

Comments and Explanations: Enter explanation here.
Note: Providing details about what you need and why will help with faster processing of your request.

19. If you select '**Prerequisite Waiver**' and plan to take the prerequisite at another institution please indicate if you will be submitting additional transcripts.

20. Click **Submit Your Request**.

Prerequisite Waiver:

If you selected the "I am lacking a prerequisite" reason above and are planning to take the prerequisite at another institution, it is your responsibility to (1) Make sure the course you are taking at ~~another institution~~ transfer for the appropriate course at GVSU. (2) have your transcript from that institution sent to GVSU as soon as your grades are posted for the course. Failure to do so may result in you being dropped from the course.

Describe the prerequisite knowledge and/or equivalent courses you have taken to support the request.
(500 characters max)

Describe your prerequisite knowledge here.

Indicate if you intend to or have submitted additional **non-GVSU** transcripts to the academic department offering the course.

☒ Yes, I will submit (have submitted) additional non-GVSU transcripts to the department.
☐ No, I will not submit additional non-GVSU transcripts to the department.

Submit Your Request

[[Add or Drop Classes](#) | [Change Term](#) | [Registration Override Request Summary](#)]

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21. Click **OK** in the pop-up box.

Message from webpage

? You are about to submit a request for a Course Registration Override.
Do you wish to continue?

OK Cancel

22. A confirmation that your request has been submitted will appear on the **Registration Override Requests** page.
23. Click on **Registration Override Request Summary** to view the statuses of all registration override requests for this semester.

Grand Valley State University mybanner

Personal Information Student Financial Aid Faculty Services Employee Finance Parent/Family Access Messages/Documents

Search [] Go MENU SITE MAP HELP EXIT

Registration Override Requests Jan 28, 2015 12:46 pm

✓ Thank you for your request. To view the status of submitted requests or to cancel a request, go to the Registration Override Request Summary page.

Registration Term: Spring/Summer 2015 Course Override Request

To submit a new course override request, select a course or enter a CRN below.
Select a Course: [] OR Enter a CRN: [] GO

Program Details

Current Degree: Masters Level
Major 1: Non Degree Graduate
Standing: Masters

[Add or Drop Classes | Change Term | **Registration Override Request Summary**]

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24. To view the details of a request select the request and click **View a Request**.

Grand Valley State University mybanner

Personal Information Student Financial Aid Faculty Services Employee Finance Parent/Family Access Messages/Documents

Search [] Go MENU SITE MAP HELP EXIT

Registration Override Requests Jan 28, 2015 12:47 pm

Current Registration Override Requests
Note: If your request is denied, use the "View a Request" button below to see the reason for denying.

Select	Term	Course	Status	Submit Date	Message to Student
<input type="radio"/>	Spring/Summer 2015	ACC 310 01 (34771)	Request received	28-JAN-15	Application submitted by student online
<input type="radio"/>	Spring/Summer 2015	SPA 202 01 (33863)	Request received	28-JAN-15	Application submitted by student online
<input type="radio"/>	Spring/Summer 2015	MOV 475 01 (32956)	Cancelled by student	19-JAN-15	Application cancelled by student online

View a Request - Select a request from the list above then press this button to view the details of the request

Cancel a Request - Select a request from the list above and press this button to cancel that request. Only Pending and Received requests can be cancelled.

[Add or Drop Classes | Change Term]

RFI EASE: 7.3.2.1

25. Click on **Registration Override Requests** to return to **Registration Requests Override Requests**.

Personal Information | **Student** | Financial Aid | Faculty Services | Employee | Finance | Guardian/Family Access | Messages/Documents

Search [Go](#) [MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Registration Override Request Summary

Mar 02, 2015 12:51 pm

1 Listed below are Registration Override Requests that you have submitted in the selected term. Use the Change Term link at the bottom of this page to view request from a different term.
Reminder: submitting a request does not guarantee a space in the course.

Current GVSU Course Override Requests Note: If your request is denied, use the "View a Request" button below to see the reason for denying.

Request Term: Spring/Summer 2015
Request Status: Request received
Comments: Application submitted by student online

Program Details	Override Request Details
Current Degree: Masters Level Major 1: Non Degree Graduate Standing: Masters	Course: ACC 310 01 (34771) Course Description: Theory and application of financial accounting. Topics include the accounting cycle, development of accounting standards, financial statement presentation, basic asset/liability/equity transactions, revenue recognition, and the time value of money. Offered every semester. Prerequisites: ACC 212 and ACC 240. Departmental Approval Required: No Registration Error: Prerequisite Not Met Reason for Request: Additional Transcripts Submitted: No

[[Add or Drop Courses](#) | [Change Term](#) | **Registration Override Requests**]

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26. To cancel a request select the request and click **Cancel a Request**.

GRAND VALLEY STATE UNIVERSITY mybanner

Personal Information | **Student** | Financial Aid | Faculty Services | Employee | Finance | Guardian/Family Access | Messages/Documents

Search [Go](#) [MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Registration Override Requests

Mar 02, 2015 12:52 pm

Current Registration Override Requests
Note: If your request is denied, use the "View a Request" button below to see the reason for denying.

Select	Term	Course	Status	Submit Date	Message to Student
<input type="radio"/>	Spring/Summer 2015	ACC 311 01 (30039)	Request received	19-FEB-15	Application submitted by student online
<input type="radio"/>	Spring/Summer 2015	ACC 310 01 (34771)	Request received	28-JAN-15	Application submitted by student online
<input checked="" type="radio"/>	Spring/Summer 2015	SPA 202 01 (33863)	Request received	28-JAN-15	Application submitted by student online
<input type="radio"/>	Spring/Summer 2015	MOV 475 01 (32956)	Cancelled by student	19-JAN-15	Application cancelled by student online

[View a Request](#) - Select a request from the list above then press this button to view the details of the request

Cancel a Request - Select a request from the list above and press this button to cancel that request. Only Pending and Received requests can be cancelled.

27. Click **OK** in the pop-up box.

Message from webpage

? You are about to cancel the selected request. Do you wish to continue?



OK Cancel

C	31202 STA	215 54	ALL	3.000 Introductory Applied Statistics	T	11:30 am-06:00 pm	30 30 0 0 0 0	(P) Jeffrey M Grauzer	01/05-04/25	MAK A2103	Mathematical Sciences
					T <td>08:00 pm-08:50 pm <td></td> <td>(P) Jeffrey M Grauzer <td>01/05-04/25 <td>MAK A2111 <td>Mathematical Sciences</td> </td></td></td></td>	08:00 pm-08:50 pm <td></td> <td>(P) Jeffrey M Grauzer <td>01/05-04/25 <td>MAK A2111 <td>Mathematical Sciences</td> </td></td></td>		(P) Jeffrey M Grauzer <td>01/05-04/25 <td>MAK A2111 <td>Mathematical Sciences</td> </td></td>	01/05-04/25 <td>MAK A2111 <td>Mathematical Sciences</td> </td>	MAK A2111 <td>Mathematical Sciences</td>	Mathematical Sciences
C	31546 STA	215 55	ALL	3.000 Introductory Applied Statistics	F	09:00 am-10:15 am	31 31 0 0 0 0	Patricia Stephenson (P)	01/05-04/25	MAK A1117	Mathematical Sciences
					F	10:30 am-11:50 am		Patricia Stephenson (P)	01/05-04/25	MAK A1121	Mathematical Sciences

[\[Week at a Glance | Student Detail Schedule | View Fee Assessment | Registration Override Request Form \]](#)

30. Click Continue.

31. Choose the section from the drop down menu or enter the CRN.

[Personal Information](#) | [Student](#) | [Financial Aid](#) | [Faculty Services](#) | [Employee](#) | [Finance](#) | [Parent/Family Access](#) | [Messages/Documents](#)

Search [Go](#)
[MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

Registration Override Requests

Jan 28, 2015 12:53 pm

Registration Term: Winter 2015

[Course Override Request](#)

To submit a new course override request, select a course or enter a CRN below.

Select a Course: OR Enter a CRN: [GO](#)

[Program Details](#)

Current
Degree: Masters Level
Major 1: Non Degree Graduate
Standing: Masters

[[Add or Drop Classes](#) | [Change Term](#) | [Registration Override Request Summary](#)]

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32. Note: When you enter the course directly without first attempting to register for it the Registration Error will display **"No Error Available"**.

Personal Information Student Financial Aid Faculty Services Employee Finance Parent/Family Access Messages/Documents

Search MENU SITE MAP HELP EXIT

Jan 28, 2015 12:53 pm

Registration Override Requests

Registration Term: Winter 2015

Course Override Request

Select a Course: OR Enter a CRN:

Program Details

Current
Degree: Masters Level
Major 1: Non Degree Graduate
Standing: Masters

All items marked with an asterisk (*) are mandatory.

Course Title: Intro Applied Statistics

Course Description: A technique-oriented approach to statistical problems with emphasis on applications. Descriptive statistics, probability distributions, estimation, testing hypotheses, t-test, regression and correlation, chi-square tests, one-way analysis of variance. A statistical software package will provide computational assistance. Fulfills Foundation - Mathematical Sciences. Offered every semester. Prerequisites: MTH 110 or equivalent.

Department Approval Required: No

Registration Error: No Error Available

* Select a Reason From the List:

Note: If selecting "Other", provide an explanation in the field below.

Comments and Explanations:

Note: Providing details about what you need and why will help with faster processing of your request.

Prerequisite Waiver:

If you selected the "I am lacking a prerequisite" reason above and are planning to take the prerequisite at another institution, it is your responsibility to (1) Make sure the course you are taking at another institution transfers for the appropriate course at GVSU. (2) have your transcript from that institution sent to GVSU as soon as your grades are posted for the course. Failure to do so may result in you being dropped from the course.

Describe the prerequisite knowledge and/or equivalent courses you have taken to support the request.
(500 characters max)

33. Complete the rest of the form and click **Submit Your Request**.

Prerequisite Waiver:

If you selected the "I am lacking a prerequisite" reason above and are planning to take the prerequisite at another institution, it is your responsibility to (1) Make sure the course you are taking at another institution transfers for the appropriate course at GVSU. (2) have your transcript from that institution sent to GVSU as soon as your grades are posted for the course. Failure to do so may result in you being dropped from the course.

Describe the prerequisite knowledge and/or equivalent courses you have taken to support the request.
(500 characters max)

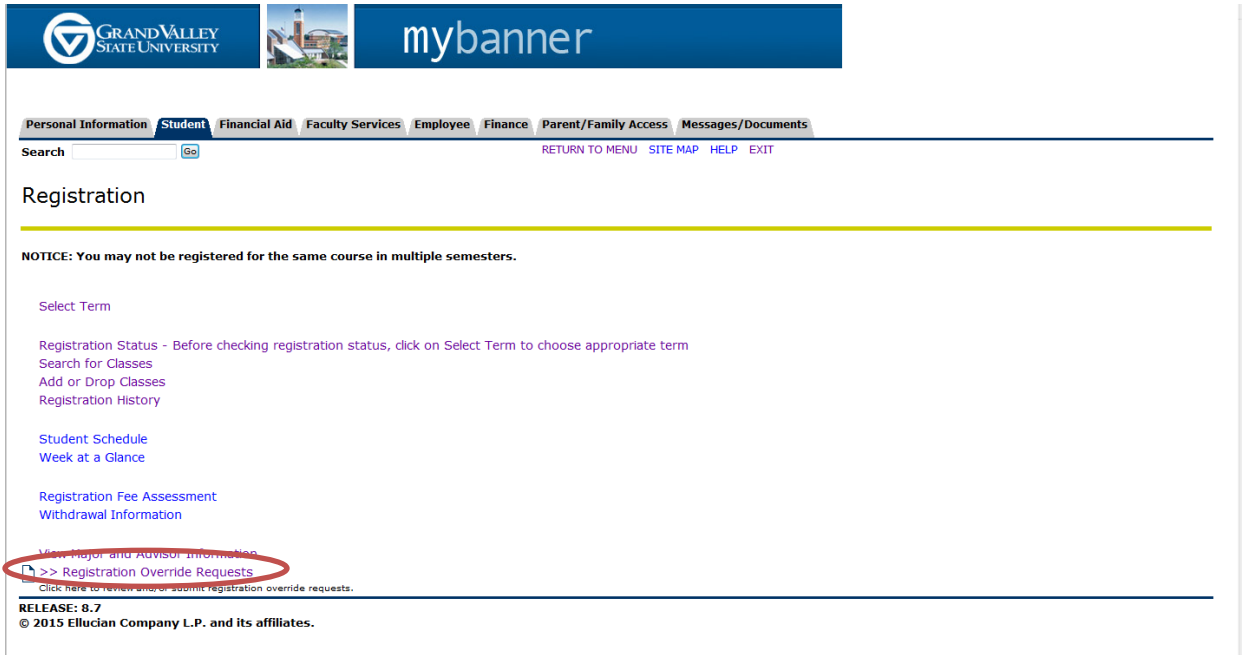
Indicate if you intend to or have submitted additional non-GVSU transcripts to the academic department offering the course.

☐ Yes, I will submit (have submitted) additional non-GVSU transcripts to the department.
☐ No, I will not submit additional non-GVSU transcripts to the department.

[Add or Drop Classes | Change Term | Registration Override Request Summary]

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34. When the decision is made an email will be sent to your GVSU email address. You can also check the status of your requests by clicking on the Registration Override Requests link at the bottom of the Registration page in myBanner.



GRAND VALLEY STATE UNIVERSITY mybanner

Personal Information **Student** Financial Aid Faculty Services Employee Finance Parent/Family Access Messages/Documents

Search Go RETURN TO MENU SITE MAP HELP EXIT

Registration

NOTICE: You may not be registered for the same course in multiple semesters.

[Select Term](#)

Registration Status - Before checking registration status, click on Select Term to choose appropriate term

[Search for Classes](#)

[Add or Drop Classes](#)

[Registration History](#)

[Student Schedule](#)

[Week at a Glance](#)

[Registration Fee Assessment](#)

[Withdrawal Information](#)

[View Major and Advisor Information](#)

[>> Registration Override Requests](#)

Click here to review and/or submit registration override requests.

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