

TO RECEIVE THE FOLLOWING HISTORY PERMITS:

- **REGISTRATION PERMIT**
- **INTERNSHIP PERMIT**
 - **SENIOR THESIS**
- **INDEPENDENT STUDY**
- **PREREQUISITE OVERRIDE**

- 1. LOG INTO YOUR BANNER ACCOUNT** (you can do this before registration opens).
- 2. GO TO THE LOOK UP CLASSES PAGE** and look up the class you wish to take.
- 3. At the bottom of the page, click on “REGISTRATION OVERRIDE REQUEST FORM.”** Fill out, include the CRN for the section of the course you need the permit for and all other required information.

NOTE: Those seeking HST 399 and HST 490 permit should submit the name of the faculty member with whom they are working.

NOTE: For SST 495, you **MUST BE ADMITTED TO THE COLLEGE OF ED, BE TAKING OR HAVE TAKEN SST 310 AND BE TAKING OR HAVE TAKEN STUDENT ASSISTING.**

- 4. Hit SUBMIT when you are finished.**
- 5. The History Department will issue a permit within 2 business days.** You will receive an e-mail from Banner notifying you whether the permit has been approved.
- 6. PLEASE REGISTER AS SOON AS YOU RECEIVE NOTIFICATION THAT YOU HAVE THE NECESSARY PERMIT AS PERMIT APPROVALS ARE ONLY VALID FOR THREE WEEKS.**

If you have any questions about permits, please contact Dr. Shapiro-Shapin at shapiro@gvsu.edu.