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:

   ![GVSU Home Page Screenshot]

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

   ![Current Students Screenshot]
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?**

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

7. Select Term.

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

10. Enter CRNs and click **Submit Changes** or click on **Class Search** to select classes.
11. Select a **Subject** and click **Course Search**.

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

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

17. Select a Reason From the List.
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.).

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.

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

24. To view the details of a request select the request and click View a Request.
25. Click on **Registration Override Requests** to return to **Registration Requests Override Requests**.

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

27. Click **OK** in the pop-up box.
28. If you are requesting a Closed Class permit and cannot select the course you can click on **Registration Override Request Form** and the bottom of the Look Up Classes page.

29. Make note of the Course section or CRN.

30. Click Continue.

31. Choose the section from the drop down menu or enter the CRN.
32. Note: When you enter the course directly without first attempting to register for it the Registration Error will display “No Error Available”.

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