

## **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 [shapirooc@gvsu.edu](mailto:shapirooc@gvsu.edu).**