

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

Search

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](#)

You 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.](#)

RELEASE 8 9

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

Search

Registration Term

Select a Term:

6. Then select Registration Override Request Form

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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**

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

Search

MENU SITE MAP HELP EXIT

Registration Override Requests

Registration Term: Winter 2017

Course Override Request

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

Select a Course:

ACC 310 01
ACC 213 15
ACC 213 16
ACC 213 17
ACC 213 18
ACC 213 19
ACC 213 20
ACC 213 21
ACC 213 22
ACC 213 23
ACC 213 24
ACC 213 25
ACC 213 26
ACC 213 27
ACC 213 28
ACC 213 29
ACC 240 01
ACC 240 02
ACC 240 03
ACC 240 04
ACC 310 01

OR Enter a CRN:

[Add or

Change Term | Registration Override Request Summary]

RELEASE: 8.7.2

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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

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

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Registration Override Requests Feb 28, 2017

Registration Term: Winter 2017 Course Override Request

Select a Course: ACC 310 01 OR Enter a CRN: 25140 GO

Program Details

Current Degree: Bachelor of Science
Major 1: Biochemistry
Major 2: Cell & Molecular Biology
Minor 1: Mathematics
Standing: Senior

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: 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)

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

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

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

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Registration Override Requests

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: Winter 2017 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: Bachelor of Science
Major 1: Biochemistry
Major 2: Cell & Molecular Biology
Minor 1: Mathematics
Standing: Senior

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

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


[Personal Information](#) | **[Student](#)** | [Financial Aid](#) | [Faculty Services](#) | [Employee](#) | [Messages/Documents](#)


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Registration Override Requests Feb 17, 2017 11:42 am

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"/> | Winter 2017 | ACC 310 01 (25140) | Request received | 17-FEB-2017 | Application submitted by student online |
| <input type="radio"/> | Winter 2017 | ACC 310 01 (25140) | Cancelled by student | 17-FEB-2017 | 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.

11. After reviewing your request, click **Registration Override Requests Summary** return to the list of existing requests.

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REFRESH

*****Students will receive an e-mail via their GVSU email address regarding the override decision.*****