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  Go

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: R 0

5. Select the term for which you would like to submit an override request and click Submit.
6. Then select Registration Override Request Form

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
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.

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

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

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