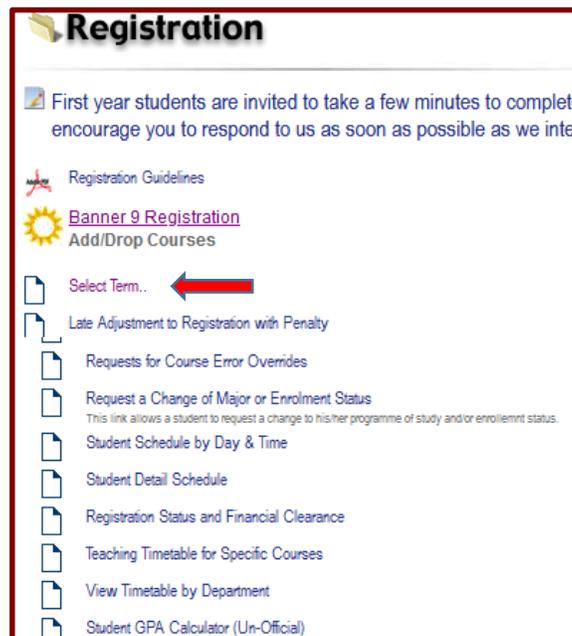




Banner 9 Registration **REQUEST an OVERRIDE - Quick Guide**

How to Request an Override

1. When a student attempts to add a course to their record & the Course Criteria is NOT Satisfied, a Registration Add Error will appear on the record. Students can request an override for some types of errors, see the *REGISTRATION Add ERRORS Quick Guide* to learn about these errors.
2. Once an error is generated, the student can proceed to request an override for that section of the course if **an override is** permitted for the error type, see *REGISTRATION Add ERRORS Quick Guide*.
3. **Return to the first tab Registration** and from the Registration Menu; click **Select Term**



4. Click the drop-down arrow button to **Select a Term** and press **Submit**.

The screenshot shows a form with a 'Select Term' dropdown menu. The selected term is '2021/2022 Semester II'. Below the dropdown is a 'Submit' button.

- Click the **Requests for Course Error Overrides** link.

Registration

First year students are invited to take a few minutes to complete encourage you to respond to us as soon as possible as we inter

- Registration Guidelines
- Banner 9 Registration Add/Drop Courses
- Select Term..
- Late Adjustment to Registration with Penalty
- Requests for Course Error Overrides** ←
- Request a Change of Major or Enrolment Status
This link allows a student to request a change to his/her programme of study and/or enrolment status.
- Student Schedule by Day & Time
- Student Detail Schedule
- Registration Status and Financial Clearance

- In the **Course** column, click the down arrow to select the CRN # - Course Code and Number (for example: 24158 - ECON1000 (M11)), write a **Reason for Requesting the Override** (optional) and then click **Submit Request** as seen in the image below.

Note: The course will not be available in the drop down list of requests unless a registration add error was generated as described in step #1.

Course Overrides 620000871 John Smith
2021/2022 Semester II
Apr 26, 2022 05:02 pm

Use this interface to add or drop classes needing Lecturer approval/over-ride for the selected term. You will only be allowed to request an override for a class for which you tried to register but received an error. Include a note to the lecturer if you would like him/her to take your specific circumstance into consideration. You can delete a class you are no longer interested in taking. After you have selected a course to add or drop click Submit Changes.

You are not allowed to make multiple override requests for a course. You should delete one first.

Many courses run multiple streams or sections. If you do not get into a particular stream, try registering in another one.

CRN	Course	Stream	Action	Course Title	Status/Over-ride(s) Needed.	Note to Lecturer
	24158 - ECON1000 (M11)					

Submit Request Reset

- The box above will appear with the override you have requested.

Course Overrides 620000871 John Smith
2021/2022 Semester II
Apr 26, 2022 05:03 pm

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CRN	Course	Stream	Action	Course Title	Status/Over-ride(s) Needed.	Note to Lecturer
24158	ECON1000	M11		Principles of Economics	LEVEL RESTRICTION PREREQUISITE AND TEST SCORE ERROR	

Submission of the Override Request is Complete

Course Reason for Requesting the Over-ride

Submit Request Reset