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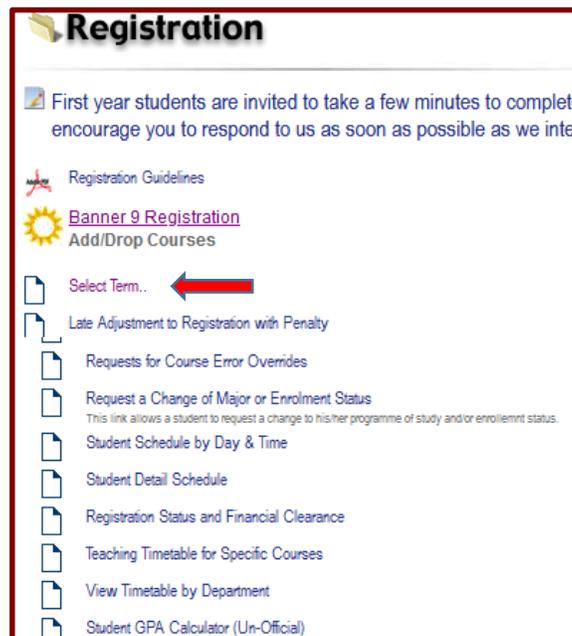
4. Click the drop-down arrow button to **Select a Term** and press **Submit**.

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

6. 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.

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