

# Banner 9

## Override Request

Student User Guide

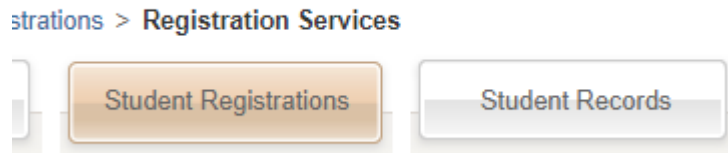
Prepared by,  
Banner Team

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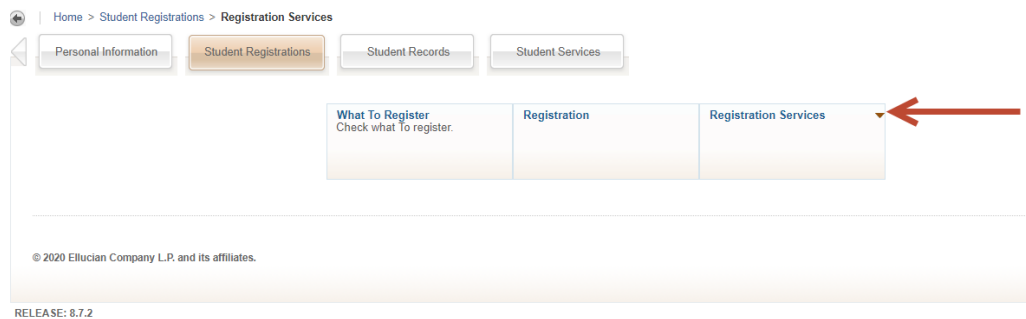
|  |   |
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# 1 Place Override Request

1) Select After you login to myBanner, click on "Student Registrations".



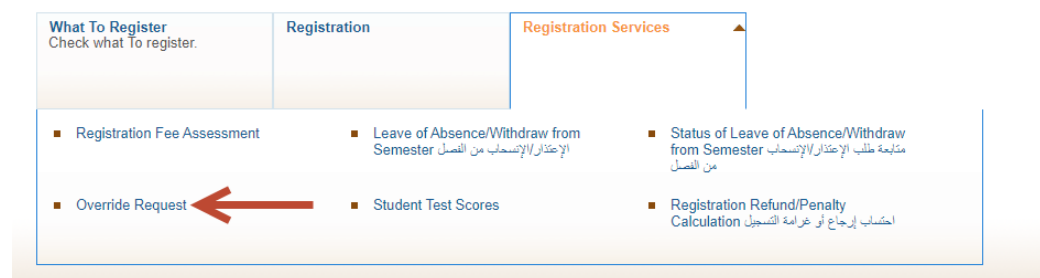
2) Click on "Registration Services"



3) Click on "Override Request" link



4) After clicking on Override Request, click on link "Override Request".



5) Select a term from the Terms filed and the override type and then click on "Next" button.

Personal Information | **Student Registrations and Records** | Student Services

### Override Request

Home > Student Registrations and Records > Registration > Override Request > Override Application

Please select a Term:

\* **Terms:**  ←

\* **Override Type:**  ←

I hereby declare that I have read and accept the terms and conditions of the [Student Override Policy](#).  
أقر بالتالي قرأت وأوافق على الشروط و السياسات الخاصة بتسجيل مقرر مطلق او عطية قيد معين.

**Next** ←

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6) Insert the CRN number in the field CRN and select a reason from the list for requesting an override. Then, Click on "Next" button.

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### Override Request

Home > Override Request

Please insert a CRN:

\* **CRN:**  ←

\* **Reason (You must mention the reason of the override):**  ←

**Submit** ←

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RELEASE: 7.3.3

7) After submitting the application, the following message will display

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### Override Request

Home > Override Request

**Your application is submitted successfully.**  
تم تقديم الطلب بنجاح.

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## 2 Follow the Override Request

1) Click on link "Follow the Override Request".



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### Override System Menu

Home > Student Registrations and Records > Registration > Override Request

Override Application  
Follow the Override Request

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RELEASE: 8.8.4.1

2) Select a term and then click on "Next" button.



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### Follow the Override Request

Home > Follow the Override Request

Select a Term: Spring 2019

Submit

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3) After submitting the override request, The request will appear with New status for "Advisor Status" and New status for "Dep Status" for department that offers the section



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### Follow the Override Request

Home > Follow the Override Request

Override Requests table

| Term   | CRN                        | Override Type     | Request Date | Advisor Status | Advisor Reason | Advisor Other Reason | Dep Status |
|--------|----------------------------|-------------------|--------------|----------------|----------------|----------------------|------------|
| 201820 | 25574-Financial Accounting | Override Capacity | 15-APR-2020  | New            |                |                      | New        |

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- 4) After the advisor review the request and change request status, the Advisor Status will change. This request has been approved by the advisor by having status Approved. The request can be rejected by having Rejected in Advisor Status field

Personal Information Student Registrations and Records Student Services

Follow the Override Request

Home > Follow the Override Request

Override Requests table

| Term   | CRN                        | Override Type     | Request Date | Advisor Status | Advisor Reason                   | Advisor Other Reason            | Dep Status |
|--------|----------------------------|-------------------|--------------|----------------|----------------------------------|---------------------------------|------------|
| 201820 | 25574-Financial Accounting | Override Capacity | 15-APR-2020  | Approved       | Approved as it is Free elective/ | You can register for the course | New        |

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- 5) If the Advisor approve the request, the request will be reviewed by department that offers the section. This request has been approved by the section department by having status Approved in the Dep Status. Now, you can register for the section. If the request is rejected, the Dep Status field will have Rejected

Personal Information Student Registrations and Records Student Services

Follow the Override Request

Home > Follow the Override Request

Override Requests table

| Term   | CRN                        | Override Type     | Request Date | Advisor Status | Advisor Reason                   | Advisor Other Reason            | Dep Status |
|--------|----------------------------|-------------------|--------------|----------------|----------------------------------|---------------------------------|------------|
| 201820 | 25574-Financial Accounting | Override Capacity | 15-APR-2020  | Approved       | Approved as it is Free elective/ | You can register for the course | Approved   |

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