

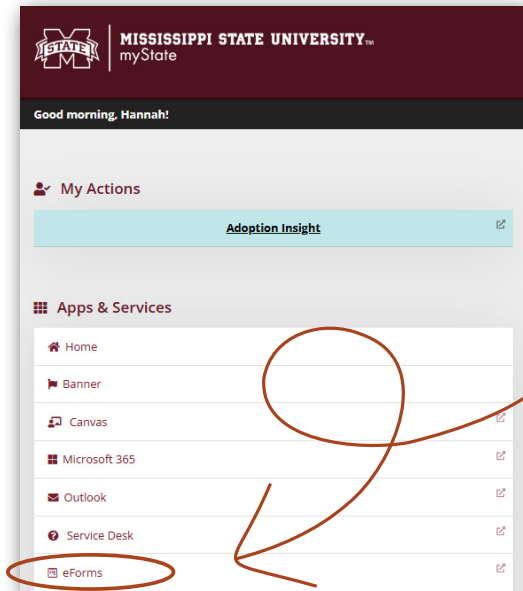
Course Override eForm

Students can now request course overrides during registration via the Course Override Request eForm.

The eForm allows students to request permission to register in a course when they receive a restriction during registration.

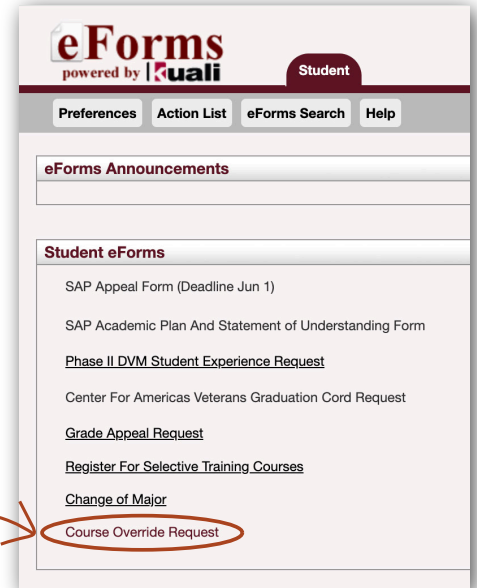
Students specify the type(s) of override needed for a specific section of a course as well as enter a reason for why the override is needed.

When requesting a campus override for Online Education (Campus 5) courses, students will have to acknowledge that additional fees are associated with those courses.



Step 1:

To find the course override e-form, click on the eForms button on your myState homepage.



Step 2:

Under Student eForms, click on "Course Override Request"

Step 3: Provide a reason for the override request and your anticipated graduation date

The screenshot shows the 'Override Reasons' form. It has a 'Reason' dropdown menu with the text 'Please select an override reason ...' and an 'Add' button. Below this is a text area for 'Reason for Override' with an example: 'Example: The Error Code Message in Banner 9 Registration Indicated Closed Section (full) or Student Classification.' and a '1000 character limit' note. There is also a field for 'Anticipated Graduation Date (Ex. May 2025)'. A dropdown menu is open, showing options: 'Please select an override reason ...', 'Campus', 'Class Capacity', 'College', 'Major', 'Prerequisite', and 'Repeat'. A yellow callout box on the right says: 'You will need to know what type of override you are wanting to request. If you are unsure, check with your advisor to see which one you might need.'

Step 4: Select the term for which you are requesting and enter the course information

The screenshot shows the 'Section Lookup' form. It has fields for '* Term' (Fall 2026), '* Subject' (HI), '* Course' (1063), and '* Section' (01). There are 'Get Course Info' and 'Clear Course Info' buttons. A yellow callout box says: 'Make sure the course subject code is in ALL CAPS'. Below the form is a table with the following data:

Instructor	Instructor NetID	Course Title	Early U S History
Term	202630 - Fall Semester 2026	Part of Term	1 - Full
CRN	32983	Section	01
Subject	HI History	Course	1063

Step 5: Once you enter your course information, select "Get Course Info" and the course information will automatically load. From there, double check that all the information you have entered into the eForm is correct - then, click submit.

The screenshot shows the bottom of the form with four buttons: 'Submit', 'Save', 'Save and Close', and 'Cancel'. The 'Submit' button is circled in red.

