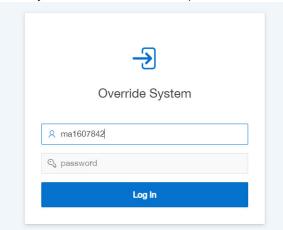


Student User Guide For Override System (2023/2024)

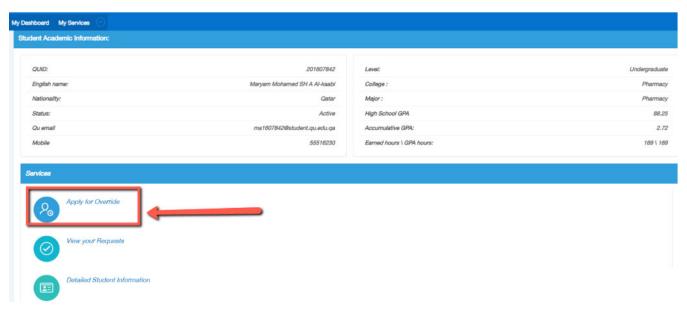


## Login to the system:

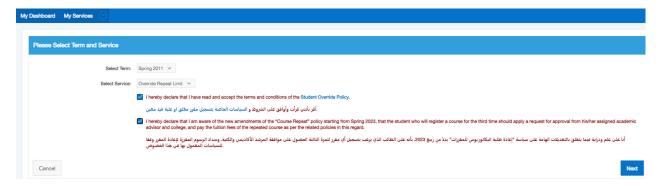
- 1. Click on the following link or through the Banner Self Service: <a href="https://qusis.gu.edu.ga/sisapx/f?p=131:101">https://qusis.gu.edu.ga/sisapx/f?p=131:101</a>
- 2. Enter your QU username and password to log in.



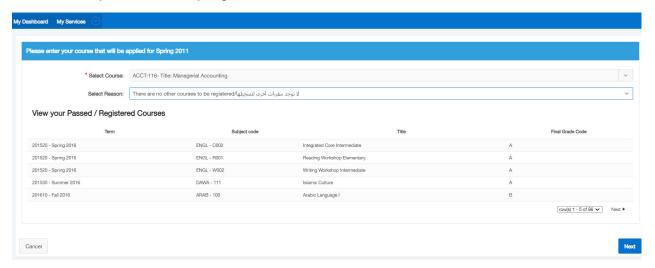
3. After logging into the system dashboard, you will view your personal and academic information displayed.



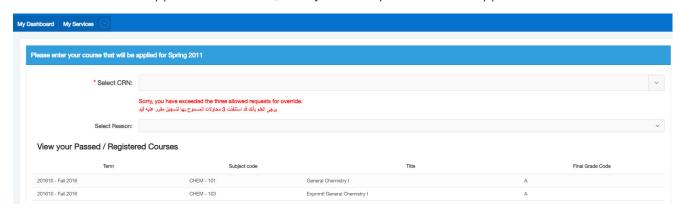
4. To submit a request, click on 'Apply for Override' under the 'Services' section. Next, complete the form by selecting the appropriate Term and Service. Lastly, ensure to read and accept the Terms & Conditions.



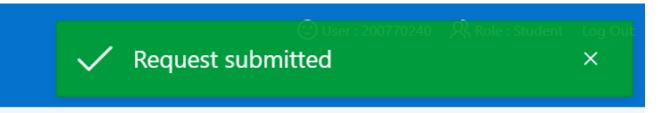
5. Once you click 'Next', you will be prompted to enter the course you wish to register for and specify your reason. This section also allows you to view courses you have completed and those you are currently registered in.

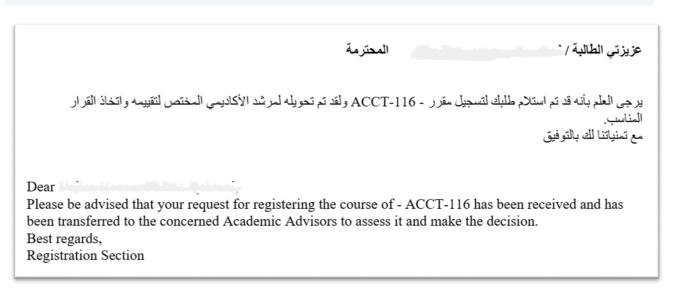


\* You can apply for an additional course. However, please note that if you have reached the maximum number of applications allowed, the system will prevent further applications.

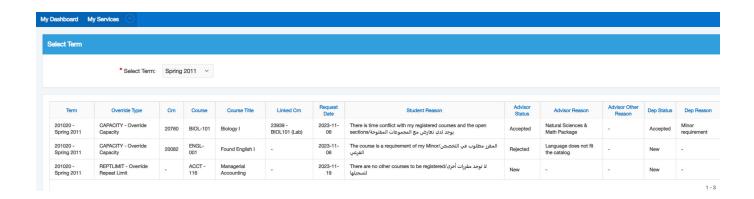


6. After submitting your request, you will receive a confirmation email.





7. To follow up the progress of your request after submission, please visit 'View Your Requests' via the system dashboard, located under the 'Services' section.



Kindly note that upon approval of your request, you will be able to register in your course via the Banner system without encountering any Override Error Messages.