



Requesting A Course Section Pre-requisite Override

Here's how to request a pre-requisite override. **It is critical that the request is made BEFORE your registration appointment begins. Be sure to allow faculty at least one full business day to respond.**

Planning & Registration

- Course Listing >
- View My Courses >
- View My Saved Schedules >
- Request Course Section Pre-requisite Override >**

STEP 1

In the **Planning & Registration** section of the **Academics** page, click **Request Course Section Pre-requisite Override**.

Request Course Section Pre-requisite Override

Start Date within *

Course *

Course Section *

STEP 2

This will bring you to the **Request Course Section Pre-requisite Override** page. Choose the **Start Date Within** (the term), the **Course** (only use the **Course Number**, do not add the Section Number here), and the **Course Section**, and click **OK**.


OK Cancel



← Request Course Section Pre-requisite Override

Confirmation 1 item

Start Date within	Course Section	Pre-requisite Override Item
Spring 2021 (01/19/2021-05/08/2021)	COM 3511-A01 - BUSINESS PRESENT	PQ: COM 3511 Prerequisites

 enter your comment

Submit Save for Later Cancel

STEP 3

Next, use the comment box to provide information about why you are requesting a pre-requisite override, then click **Submit**.

Request Course Section Pre-requisite Override

Eligibility Override: COM 3511 - BUSINESS PRESENT requested by Daniel Student - Babson College/Undergraduate (BS) - 08/24/2020 - Active [Active](#)

For Daniel Student - Babson College/Undergraduate (BS) - 08/24/2020 - Active

Overall Process Eligibility Override: COM 3511 - BUSINESS PRESENT requested by Daniel Student - Babson College/Undergraduate (BS) - 08/24/2020 - Active

Overall Status In Progress

Process

Process History 1 item

Process	Step	Status	Completed On	Due Date	Person	Comment
Eligibility Override Event	Eligibility Override Event	Step Completed	10/22/2020 4:32:23 PM		Student / Daniel Student	

Done

STEP 4

You will see that your request is in process. Click **Done**.



STEP 5

When the faculty member has responded to your request, you will see a notification at the **Bell** in the upper right corner of Workday. Click the **Bell**.

STEP 6

On the **Notifications** page you will see if the override was approved. Please note: This mean you are now eligible to enroll in the class. You will still need to follow the steps that take you through the registration process.

