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.**

**STEP 1**

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

**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.
STEP 3
Next, use the comment box to provide information about why you are requesting a pre-requisite override, then click Submit.

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.