


# Request Course Section Prerequisite Override

On this job aid:

- [Request Course Section Prerequisite Override](#)

 Students can request a prerequisite override using the task below in Workday.

## Request Course Section Prerequisite Override

On the Academic Application, under Planning and registration select Request Course Section Prerequisite Override or

Workday search bar, type Request Override prompt, select or type the information for each required field.

- Start Date Within - Select a Period such as Current Period then select the academic period. If searching for Year Long Period select the 2(#)-2(#) Academic Year listed.
- Course - Type the course prefix and course number. Example, ACC 205 then select the Course.
- Course Section - Select the Course section from the list.

### Request Course Section Prerequisite Override

Academic Period \*

Course \*

Course Section \*

OK

Cancel

Press **OK** to continue

Verify the correct course/course section is listed. (Student can comment if necessary).

Press Submit to start the process. The process will be directed to the Dean/Dean Designee for approval. (Press the **Process** tab for business steps if necessary)

Press **Done**.

