REQUEST ELIGIBILITY OVERRIDE

**Description:** This quick guide explains how to request a pre-requisite override for a course.

**Applies to:** Students

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1. Navigate to the **Global Navigation Menu** and select the **Academics Hub** dashboard.

2. Under Suggested Links, click **Request Course Section Prerequisite Override**.

   ![Academics Hub]

   **Note:** The pre-requisite override request is only for the specific section requested.

3. Enter the course information and click **OK**.

4. In the **Comments** section, tell the approver your reasons for wanting an exception for this pre-requisite. Then click **Submit**.

5. You will receive a **notification** in Workday with the disposition of your request. The approver will **Approve**, **Deny**, or **Send Back** for more information.

**Important:** You must register after you receive the approval. Approval does not guarantee a seat.