

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

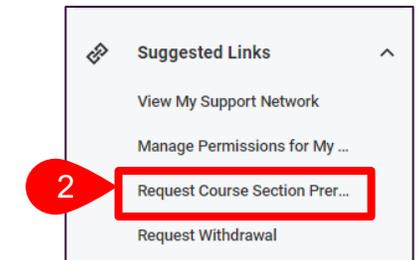
**Applies to:** Students

## REQUEST ELIGIBILITY OVERRIDE

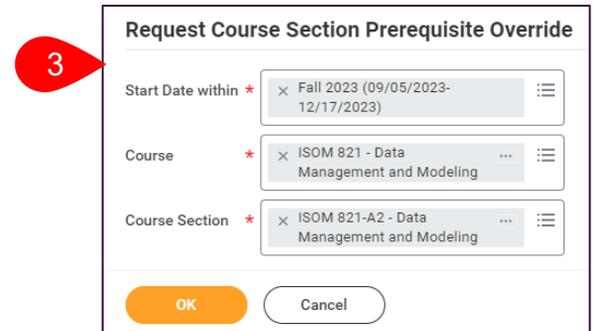
1. Navigate to the **Global Navigation Menu** and select the **Academics Hub** dashboard.
2. Under Suggested Links, click **Request Course Section Prerequisite Override**.



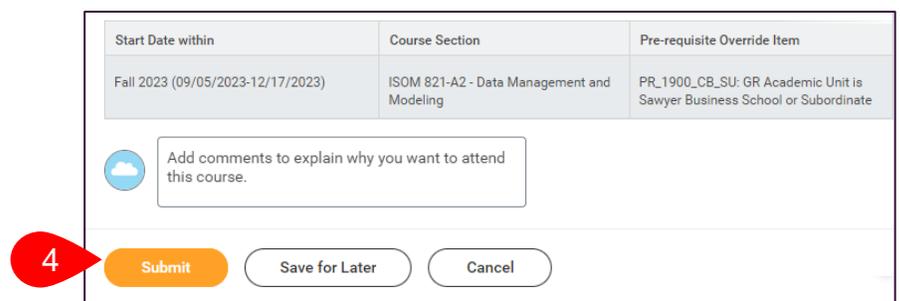
**Note:** The pre-requisite override request is only for the specific section requested.



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.

