**Request Course Section Pre-Requisite Override**

  Quick Search: **Request Course Section Pre-requisite Override**

**STEP 1**

Selectthe **Academics** workletlocated in the Applications section on your Workday homepage.

The graphic you would see in Workday appears immediately below this step.

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**STEP 2**

Select **Request Course Section Pre-Requisite Override** located in the Planning & Registration section.

*Note: Select* ***More*** *to expand Planning & Registration section.*

The graphic you would see in Workday appears immediately below this step

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**STEP 3**

Select **Start Date within** – Choose Period and then Semester

Select **Course** – Type in Course Subject and Course Number

Select **Course Section** – Dropdown will present application Course Sections

*Note: Select the fields for the course you want to take without having completed the pre-requisite(s). If a field does not produce drop down options, enter a course or course section ID. If a field still returns “No Items” after submitting your entry, there is either no pre-requisite(s) or the course and course section is unavailable in the selected academic period.*

The graphic you would see in Workday appears immediately below this step.

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**STEP 4**

Select **OK**

The graphic you would see in Workday appears immediately below this step.





**STEP 5**

Select **Submit**

The graphic you would see in Workday appears immediately below this step.





**STEP 6**

Select **Complete Questionnaire**

The graphic you would see in Workday appears immediately below this step.

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**STEP 7**

Fill out required field and provide any details necessary.

The graphic you would see in Workday appears immediately below this step

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**STEP 8**

Select **Submit**

The graphic you would see in Workday appears immediately below



**STEP 9**

Select **View Details**

The graphic you would see in Workday appears immediately below this step

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**STEP 10**

Select the down arrow to expand Details and Process. Select **Done**

The graphic you would see in Workday appears immediately below this step

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