**Request Course Section Pre-Requisite Override**

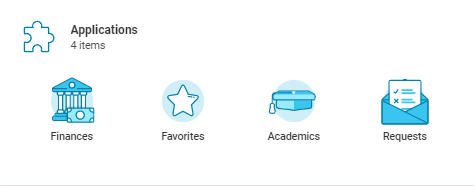
 Quick Search: **Request Course Section Pre-requisite Override**

**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.

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

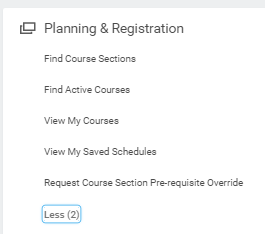


**STEP 2**

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**

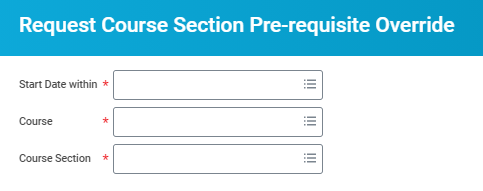
Select **Start Date within** – Choose Period and then Semester

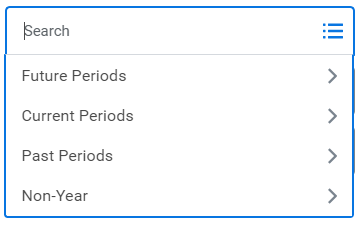
Select **Course** – Type in Course Subject and Course Number

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.

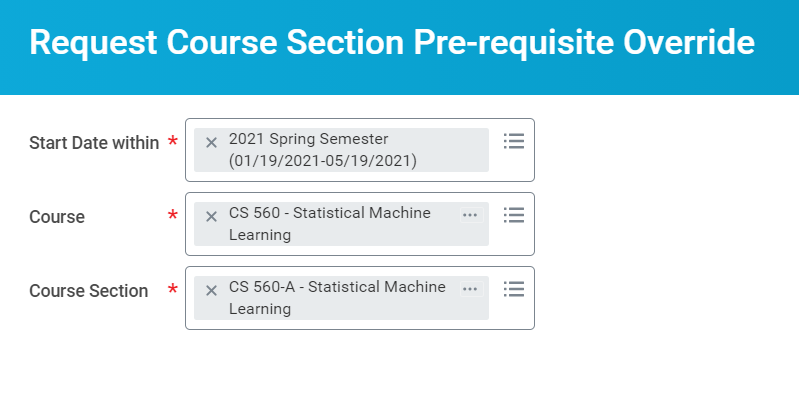
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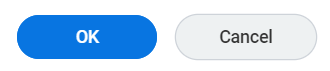


**STEP 4**

Select **OK**

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

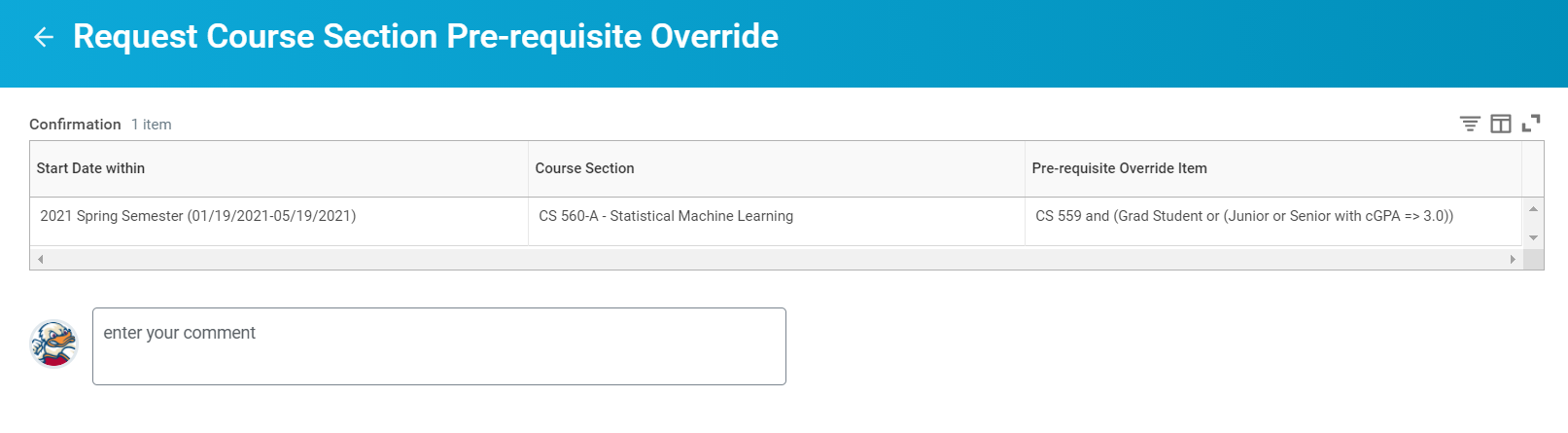




**STEP 5**

Select **Submit**

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



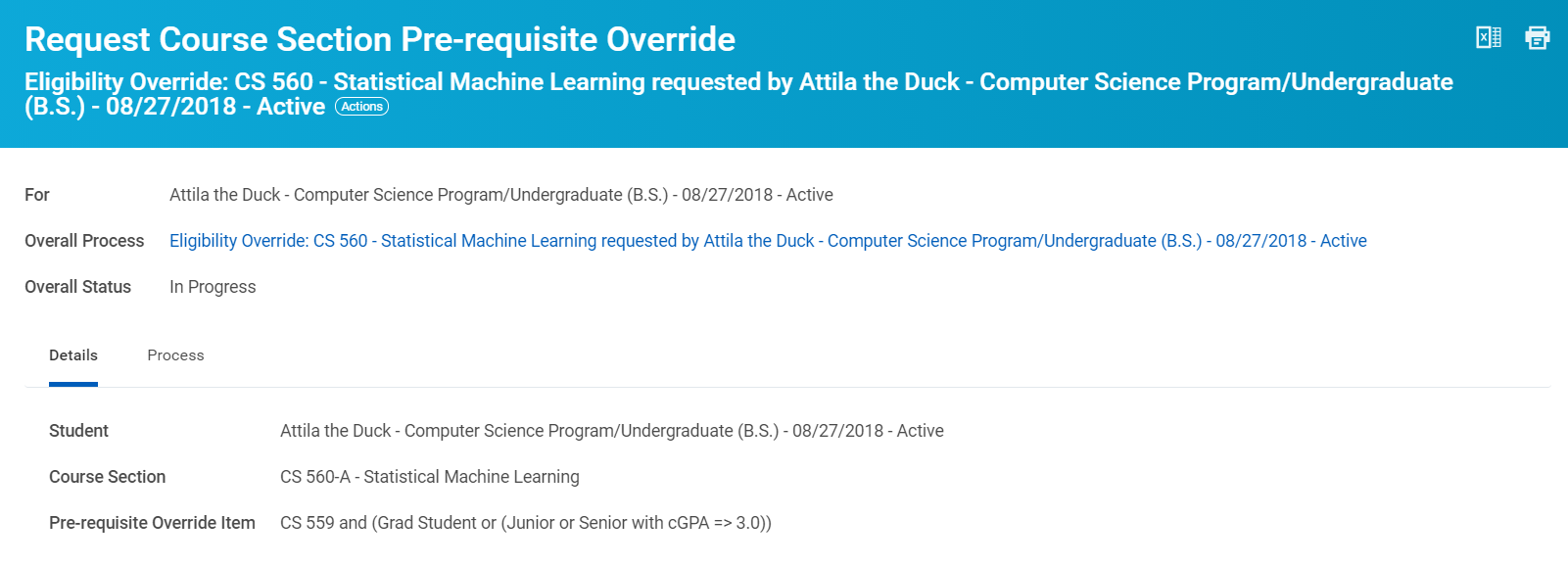


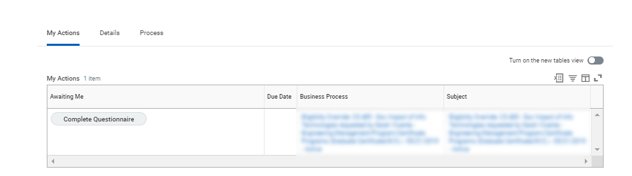
**STEP 6**

Select **Complete Questionnaire**

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

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

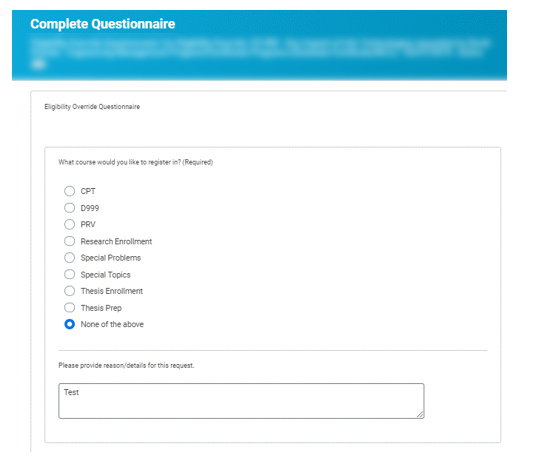


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**STEP 7**

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**

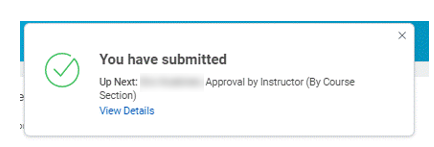
The graphic you would see in Workday appears immediately below



**STEP 9**

Select **View Details**

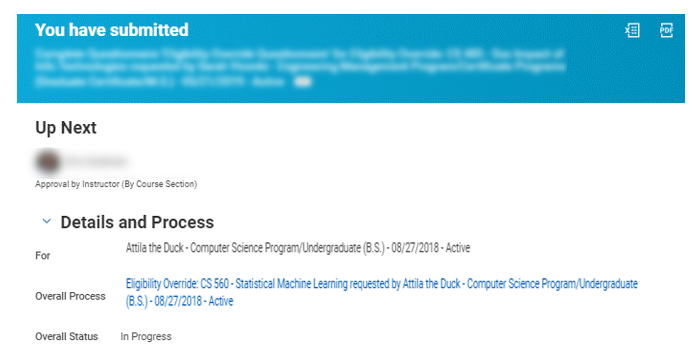
The graphic you would see in Workday appears immediately below this step

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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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