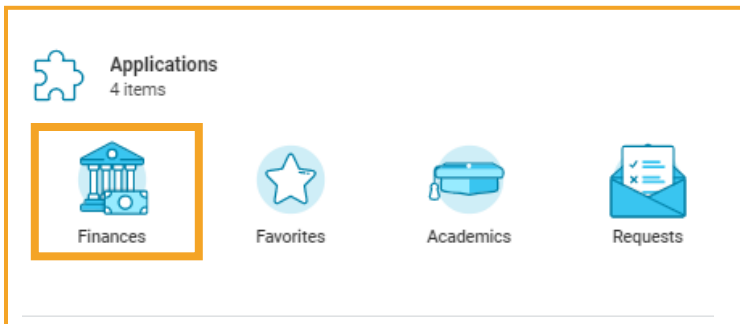# Request Course Section Pre-Requisite Override

🔍 Quick Search: **Request Course Section Pre-requisite Override**
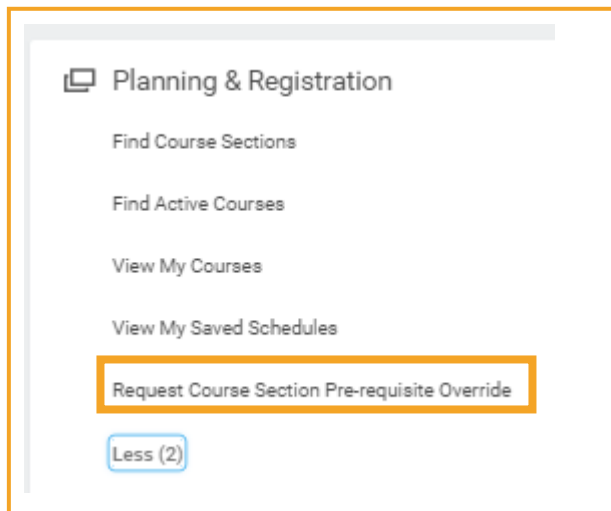
STEP 1

Select the **Academics** worklet located in the Applications section on your Workday homepage.

STEP 2

Select **Request Course Section Pre-Requisite Override** located in the Planning & Registration section.
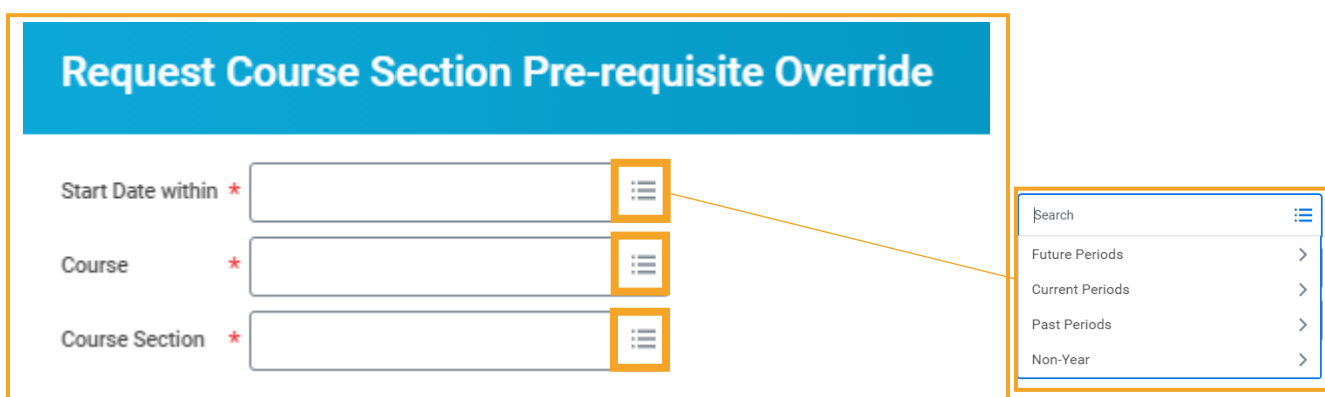*Note: Select **More** to expand Planning & Registration section.*

STEP 3

Select **Start Date within** – Choose Period and then Semester
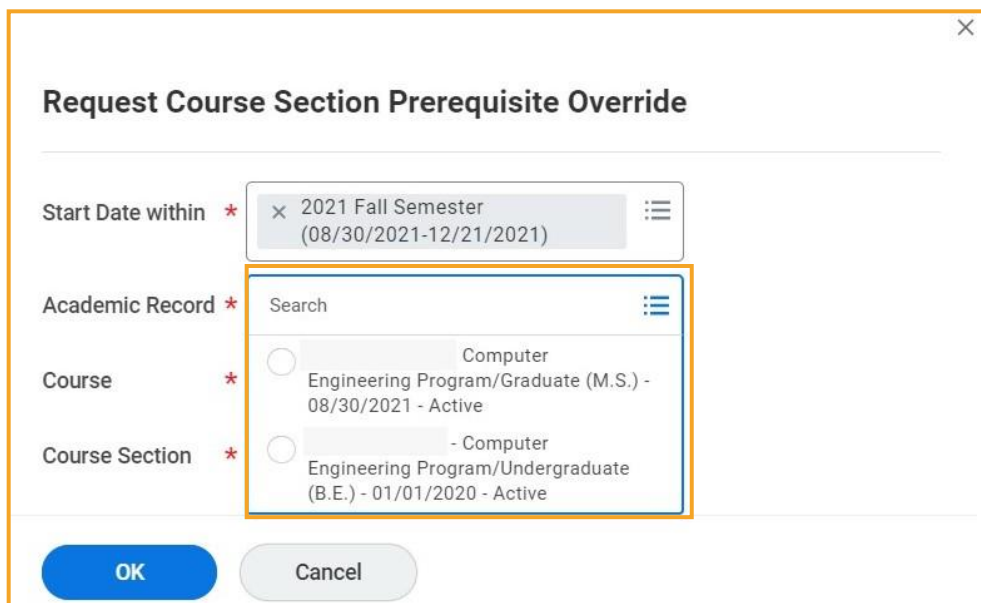Select **Course** – Type in Course Subject and Course Number
Select **Course Section** – Dropdown will present application Course Sections

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.

STEP 3a

Select the Active **Academic Record** where the override will be applied. This only applies to students with multiple academic records on their Workday Student account.

STEP 4
Select **OK**

Request Course Section Prerequisite Override

Start Date within *	☒ 2021 Fall Semester (08/30/2021-12/21/2021) ☰
Academic Record *	☒ - Computer Engineering Program/Graduate (M.S.) - 08/30/2021 - Active ☰
Course *	☒ CS 560 - Statistical Machine Learning ... ☰
Course Section *	☒ CS 560-A - Statistical Machine Learning ... ☰

OK   Cancel

STEP 5
Select **Submit**

Request Course Section Prerequisite Override

Turn on the new tables view ⬤

Confirmation 1 Item

Start Date within	Course Section	Pre-requisite Override Item
2021 Fall Semester (08/30/2021-12/21/2021)	CS 560-A - Statistical Machine Learning	CS 559 and (Grad Student or (Junior or Senior))

enter your comment

Submit   Save for Later   Cancel

STEP 6

Select **Complete Questionnaire**

Request Course Section Prerequisite Override

Eligibility Override: CS 560 - Statistical Machine Learning requested by [redacted] Computer Engineering Program/Graduate (M.S.) - 08/30/2021 - Active ···

For [redacted] - Computer Engineering Program/Graduate (M.S.) - 08/30/2021 - Active

Overall Process   Eligibility Override: CS 560 - Statistical Machine Learning requested by [redacted] - Computer Engineering Program/Graduate (M.S.) - 08/30/2021 - Active

Overall Status   In Progress

My Actions   Details   Process

Turn on the new tables view ⬤

My Actions   1 item

Awaiting Me	Due Date	Business Process	Subject
Complete Questionnaire		Eligibility Override: CS 560 - Statistical Machine Learning requested by [redacted] - Computer Engineering Program/Graduate (M.S.) - 08/30/2021 - Active	Eligibility Override: CS 560 - Statistical Machine Learning requested by [redacted] Computer Engineering Program/Graduate (M.S.) - 08/30/2021 - Active

STEP 7

Fill out required fields and provide any details necessary.

Complete Questionnaire

'Eligibility Override Questionnaire - v3' for Eligibility Override: CS 560 - Statistical Machine Learning requested by Edward Hannah - Computer Engineering Program/Graduate (M.S.) - 08/30/2021 - Active ···

Eligibility Override Questionnaire - v3

What course would you like to register in? (Required)

○ Graduate Practicum
○ D999
○ PRV
○ Research Enrollment
○ Special Problems
○ Special Topics
○ Thesis Enrollment
○ Thesis Prep
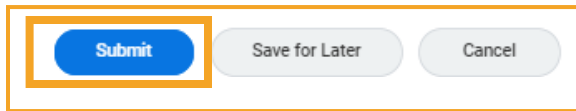○ Graduate Coop
○ None of the above

Is this course an undergraduate or graduate level course? (Required)

○ Undergraduate Level Course (499 and below)
○ Graduate Level Course (500 and above)
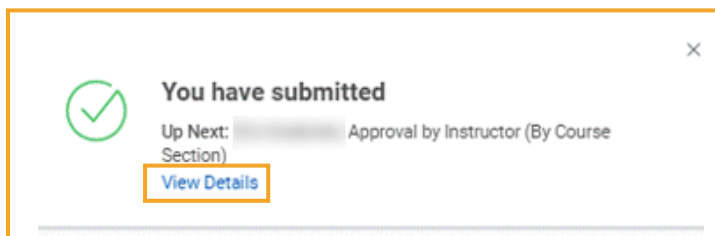
Please provide reason/details for this request:

[text box]

STEP 8

Select **Submit**

| Submit | Save for Later | Cancel |

STEP 9

Select **View Details**

✓ **You have submitted**
Up Next: [redacted] Approval by Instructor (By Course Section)

View Details

STEP 10

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

You have submitted
Complete Questionnaire 'Eligibility Override Questionnaire - v3' for Eligibility Override: CS 560 - Statistical Machine Learning requested by [redacted] - Computer Engineering Program/Graduate (M.S.) - 08/30/2021 - Active •••

Up Next

[redacted]

Approval by Instructor (By Course Section)

⌄ **Details and Process**

For	[redacted] - Computer Engineering Program/Graduate (M.S.) - 08/30/2021 - Active
Overall Process	Eligibility Override: CS 560 - Statistical Machine Learning requested by [redacted] - Computer Engineering Program/Graduate (M.S.) - 08/30/2021 - Active
Overall Status	In Progress

Details | Process

Student	[redacted] - Computer Engineering Program/Graduate (M.S.) - 08/30/2021 - Active
Course Section	CS 560-A - Statistical Machine Learning
Pre-requisite Override Item	CS 559 and (Grad Student or (Junior or Senior))

Done