



# Approve/Deny Prerequisite Override Request

## Overview

This quick reference guide will cover how to review prerequisite override requests from students, and to render an approval or denial on these requests.

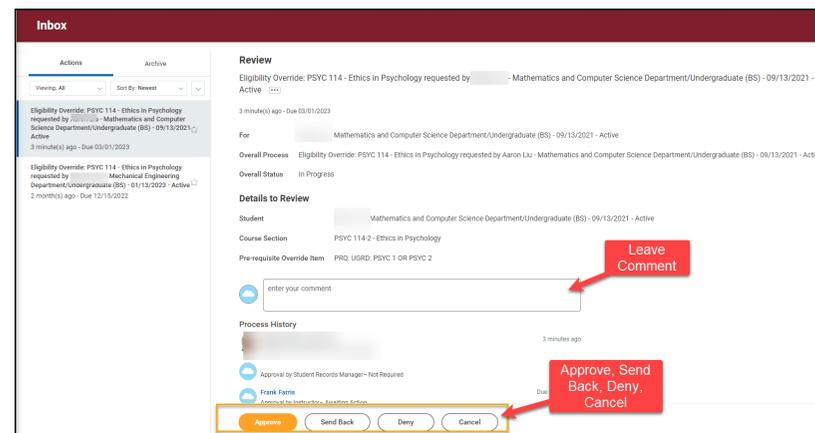
**NOTE:** Before starting your tasks in Workday Student, follow the set up procedures outlined in the *Getting Started* guide found under *Workday Training and Support* [here](#).

## Process

1. When a student submits a request for a prerequisite override, it will be sent to the Workday inbox of the Instructor of the course for review, approval or denial.



2. After logging into Workday, access your **Workday inbox** by clicking on the inbox icon at the top right corner of the screen.



3. Click **Approve** to approve the request, allowing the student to register.

Click **Send Back** if the student made an error and needs to make changes.

Click **Deny** if you want to deny the request.

- If desired, you can leave a comment.

Click **Cancel** if you don't want to take action at this time.



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5. If approved or denied, the student will receive a notification in their Workday inbox. If approved, the student can enroll in the class.

**NOTE: The student will not receive an email notification and your approval does not enroll the student into the course.**