



# Request Prerequisite Override

## Overview

This quick reference guide will cover how to request an override for a class prerequisite or corequisite in Workday.

**NOTE:** Overrides cannot be requested for courses that are closed. For courses that do not have an instructor assigned, please contact the department to get permission to enroll if you have not met the prerequisite.

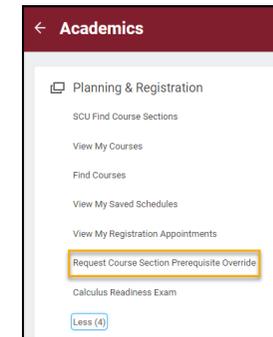
## Process

1. After logging into Workday, click the **Academics** application. You can find it under the Main Menu bar, or under **Your Top Apps**.



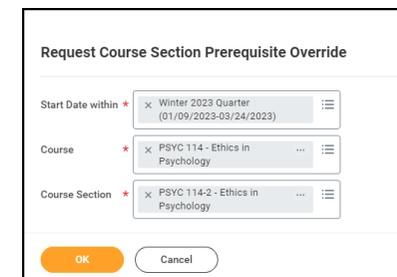
2. The **Academics** dashboard provides links and information about your academic record.

3. In the **Planning and Registration** box, click **Request Course Prerequisite Override**. Note that you may need to click **More** to view this option.



4. On the next screen you will identify which course section you are requesting a prerequisite for. Enter the following information into the fields on this screen:

- **Start Date Within:** Enter the semester and year of the course section (e.g., Spring 2021) in this field.
- **Course:** Enter the course (e.g. BS 343).
- **Course Section:** Choose the course section (or class) you are requesting.



5. Click **OK**.

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6. On the **Request Course Section Prerequisite Override** page, verify that the information you have entered is correct. When you are ready to submit the request, click **Submit**.
- Your request will be forwarded to the course coordinator for review and approval.

Start Date/End Date	Course Section	Prerequisite Override Item
Winter 2022 Quarter (01/08/2022-03/14/2022)	PSYC 114.2 - Ethics in Psychology	PRQ -UGRD-PSYC 1 OR PSYC 2

enter your comment

**Submit** Save for Later Cancel

7. You will receive a notification in Workday when your request is approved or denied. When you receive this notification, you will see an alert on the **Notifications** icon at the top right corner of your Workday screen. This icon displays as a bell.



8. If your request is approved, you will see the following notification. Once you have this approval, you can register in the class through Workday.

**Notifications**

Viewing: All | Sort By: Newest | From Last 30 Days

**Eligibility Override: PSYC 114 - Ethics in Psychology requested by [redacted] Mathematics and Computer Science Department/Undergraduate (BS) - 09/13/2021 - Active**

1 minute(s) ago

Hello [redacted]

Your prerequisite override request has been approved with the following comments: [not available] Please contact the department should you need further assistance.

Eligibility Override: PSYC 114 - Ethics in Psychology [redacted] Mathematics and Computer Science Department/Undergraduate (BS) - 09/13/2021 - Active