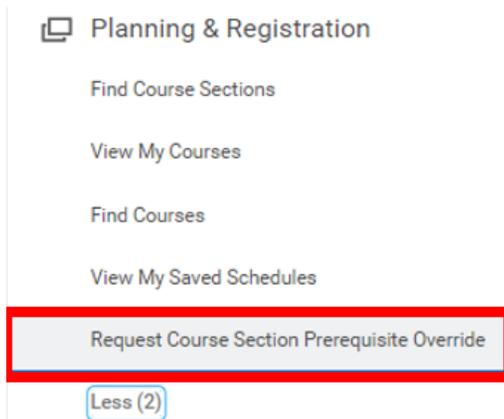


## Request Course Section Prerequisite Override

This job aid demonstrates how students may request a course section prerequisite override for a course they are planning to register for.

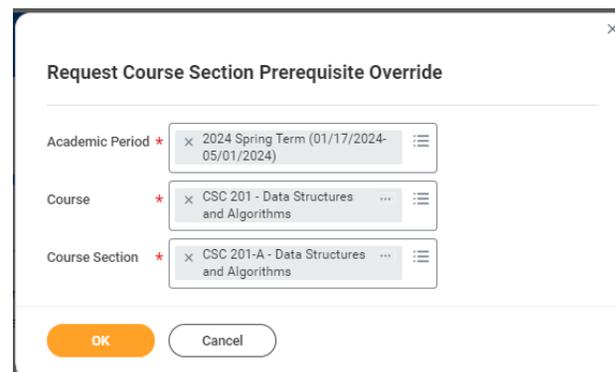
### Request Course Section Prerequisite Override

- 1) Log in to Workday at [workday.wfu.edu](https://workday.wfu.edu).
- 2) Under the **Your Top Apps** section of the Workday homepage, click **Academics**.
- 3) Under the **Planning & Registration** section of the **Academics** dashboard, click **Request Course Section Prerequisite Override**.



- 4) In the **Request Course Section Prerequisite Override** dialog box, select or enter the information required for each field.
  - a) **Academic Period:** select **Future Periods**, select the upcoming **University Academic Year**, then select the correct term, noting the different options (First Part of Term vs. Full Term, etc.).

- b) **Course:** type the course prefix and course number. When it displays, select it.
- c) **Course Section:** select the course section from the list.



- 5) Click **OK**.
- 6) Verify the correct course and course section are listed.
- 7) Enter comments explaining the request. **Note: comments are required.** For example, if you are:
  - a) Explaining your foreign language placement appeal
  - b) Requesting the professor's permission for a POI (permission of instructor) only course
  - c) Requesting to override a listed prerequisite for the course
- 8) Click **Submit** to begin the process. (The request will then be submitted for approval by the course instructor.)
- 9) Click **Done**.

Once the instructor makes their decision, the student will receive a notification via their Workday notifications of the request status. If the request is denied, the student will not be permitted to register for the

course. If the request is approved, the student will receive notification of the approval, reminding them to register for the course if seats remain.

The screenshot shows a Workday interface with a blue header bar. On the left, there is a 'MENU' icon and the Workday logo. A search bar is located in the top right of the header. Below the header, the 'Notifications' section is active. It features a filter menu with 'Viewing: All' and 'Sort By: Newest' options, and a 'From: Last 30 Days' filter. A notification card is displayed with the following text: 'Eligibility Override: CSC 201 - Data Structures and Algorithms requested by Test, Archibald - Biology/Undergraduate (B.S.) - 08/22/2023 - Active'. The notification is timestamped '1 minute(s) ago' and contains the message: 'Your course section prerequisite override request has been approved. You still need to register for the course section if seats remain.' Below the notification, there is a 'Details' link followed by the same title as the notification.