

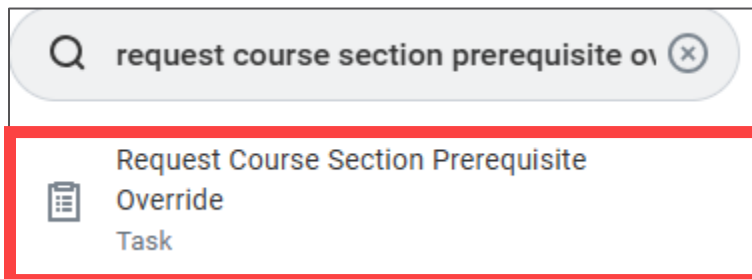
REQUEST OVERRIDE FOR COURSE PREREQUISITE

Summary

This guide will help students understand the process for how to request an override to register in a course for which they have not met the prerequisite requirement.

Request Override

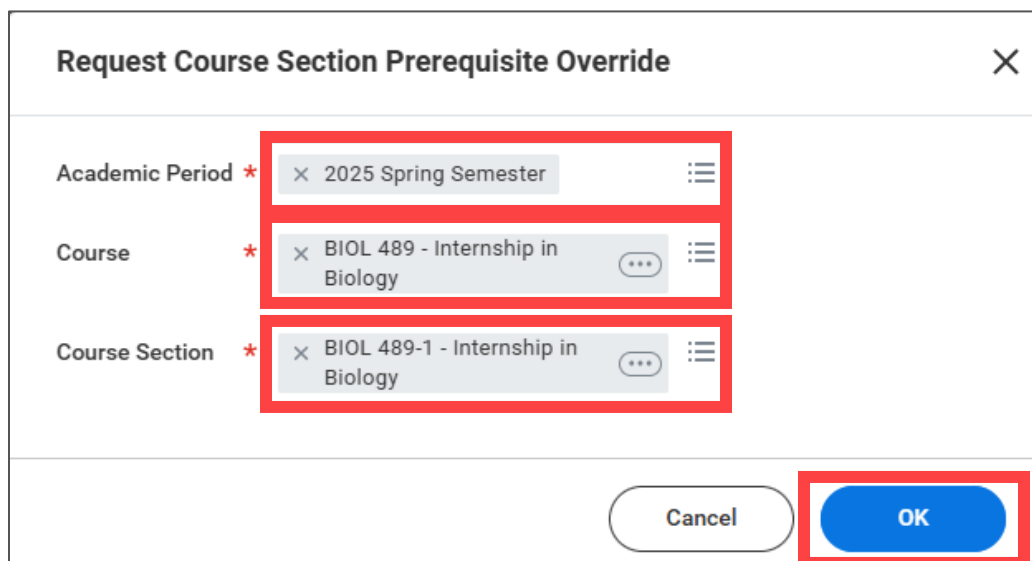
1. From the homepage, in the search bar, search for **Request Course Section Prerequisite Override**.
2. Select the **Request Course Section Prerequisite Override** task.



A search bar containing the text "request course section prerequisite ov" with a magnifying glass icon on the left and a close button on the right. Below the search bar, a red-bordered box highlights a search result: a document icon, the text "Request Course Section Prerequisite Override", and the word "Task" below it.

The **Request Course Section Prerequisite Override** dialogue box will appear.

3. In the **Academic Period** field, enter the term for which you are requesting an override.
4. In the **Course** field, select the course for which you are requesting an override.
5. In the **Course Section** field, choose the course section for which you are requesting an override.
6. Click **OK**.



A dialog box titled "Request Course Section Prerequisite Override" with a close button in the top right corner. It contains three fields, each with a red asterisk and a red-bordered box around the selection area:

- Academic Period ***: A dropdown menu showing "2025 Spring Semester" with a list icon to its right.
- Course ***: A dropdown menu showing "BIOL 489 - Internship in Biology" with a list icon to its right.
- Course Section ***: A dropdown menu showing "BIOL 489-1 - Internship in Biology" with a list icon to its right.

At the bottom of the dialog box, there are two buttons: "Cancel" and "OK". The "OK" button is highlighted with a red border.

Review the details of your request. You may also submit a comment with your request.

7. When you have reviewed the details of your request, click **Submit**.

Confirmation 1 item

Academic Period	Course Section	Pre-requisite Override Item
2025 Spring Semester	BIOL 489-1 - Internship in Biology	Faculty Permission for BIOL 489

enter your comment

This comment box is not required, but can be helpful in further explaining your request for the override.

Submit

8. Review the request and click **Done**.

Once the request has been submitted, it will be routed to the faculty member assigned to the course for review. Once they either approve or deny the request, you will receive a notification (bell icon) of the outcome.