

Requesting Permission to Register

This Quick Reference Card shows students how to request permission to register for a course that requires instructor permission.

Find Course Sections

1. Click **Academics** icon from your Home page
2. Under **Planning and Registration**, click **Request Course Section Pre-Requirement Override**
3. Enter **Academic Record, & Academic Period**
4. Enter **Course** (if no course shows up then there are no course sections that require permission)
5. Enter **Course Section** (if no course section shows up then this course does not require permission)
6. Click **OK** to continue
7. Enter **Comments** (include all relevant information you want the instructor to know about your request)
8. Click **Submit**
9. **Review** all information pertaining to your Request
10. Click **Done** to complete the process. Your request is sent to the instructor for review
11. Check your **Notifications** in UR Student for the approval from the instructor to be able to register for the course
12. Go into UR Student and register for this course section

