## Requesting Permission to Register



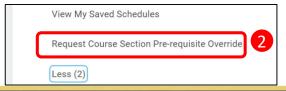
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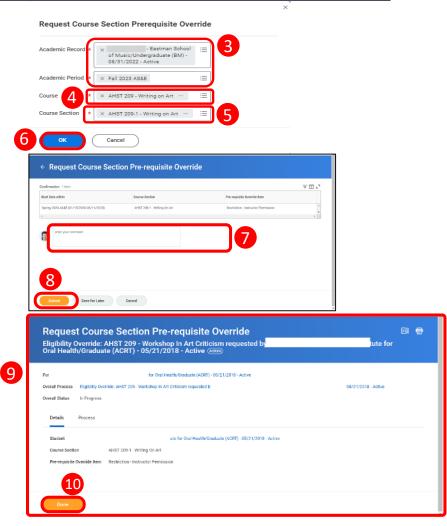
This Quick Reference Card shows students how to request permission to register for a course that is requires instructor permission.

## **Find Course Sections**

- 1. Click **Academics** icon from your Home page
- 2. Under Planning and Registration, click Request Course Section Pre-Requisite Override
- 3. Enter Academic Record, & Academic Period
- 4. Enter **Course** (if no course shows up then there are no course sections that require permission)
- Enter Course Section (if no course section shows up then this course does not require permission)
- Click **OK** to continue
- Enter Comments (include all relevant information you want the instructor to know about your request)
- Click Submit
- Review all information pertaining to your Request
- 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







Eligibility Override: CIS 220 - Business Information

Arts and Sciences/Undergraduate () - 08/26/2020 - Active

Your request to override the course pre-requisite requirements to register for has been approved. Registration in this course is NOT automatic. You will need to complete your registration for this course section thru adding this course section to your current class

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