Requesting Permission to Register

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

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 Period & Academic Unit
4. Enter Course
5. Enter Course Section
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

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