Workday@Marymount

MARYMOUNT
UNIVERSITY

# For Students:
# How to Request Permission to Register for a Course with a Prerequisite

This guide will walk you through the steps to request permission to register for a course with a prerequisite using Workday.
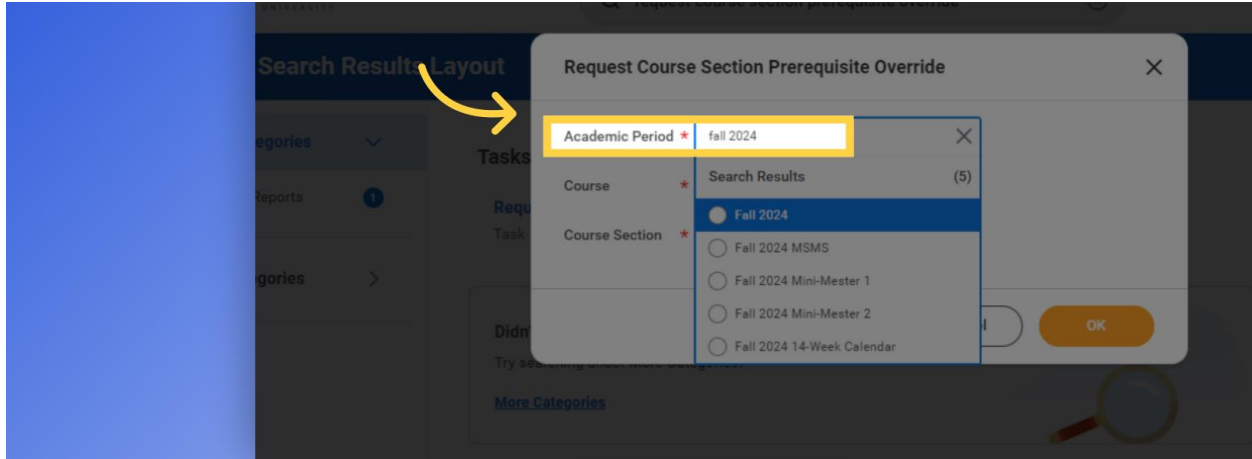
## 1. Search for the Task

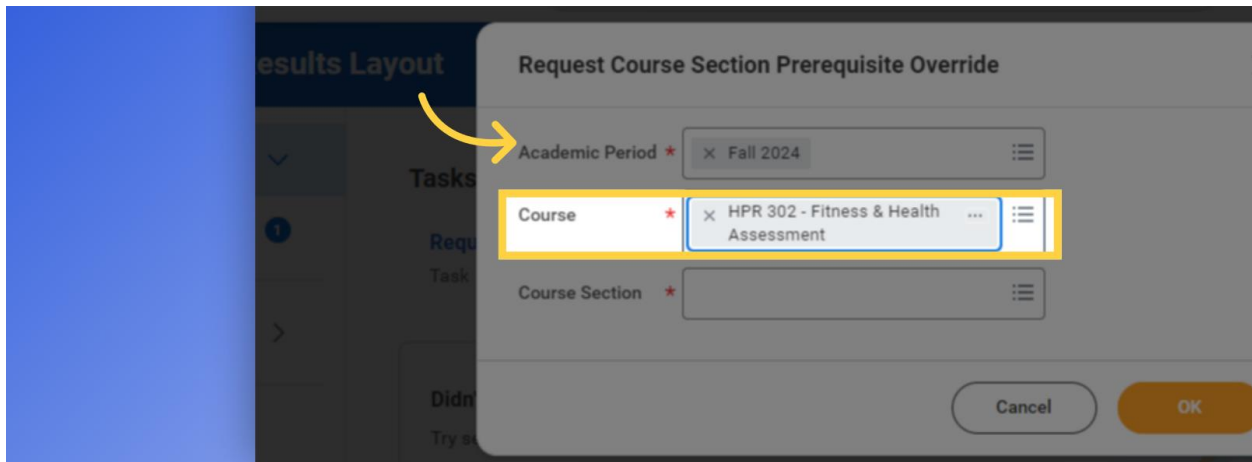Enter "Request Course Section Prerequisite Override" in the search bar then click on the task.
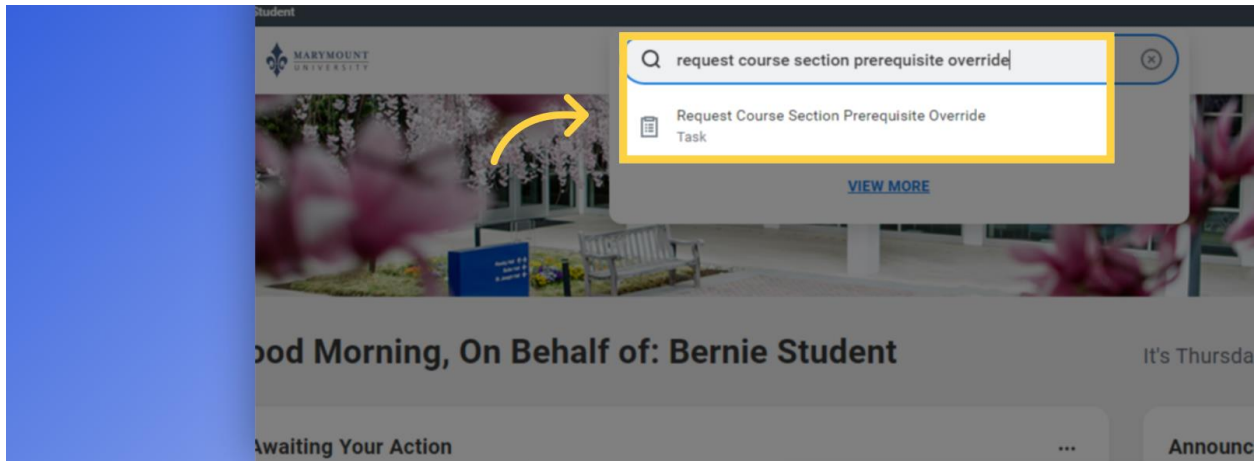
## 2. Enter the Semester

Enter the Academic Period you want to register for and click enter. Choose the semester from the drop down menu.
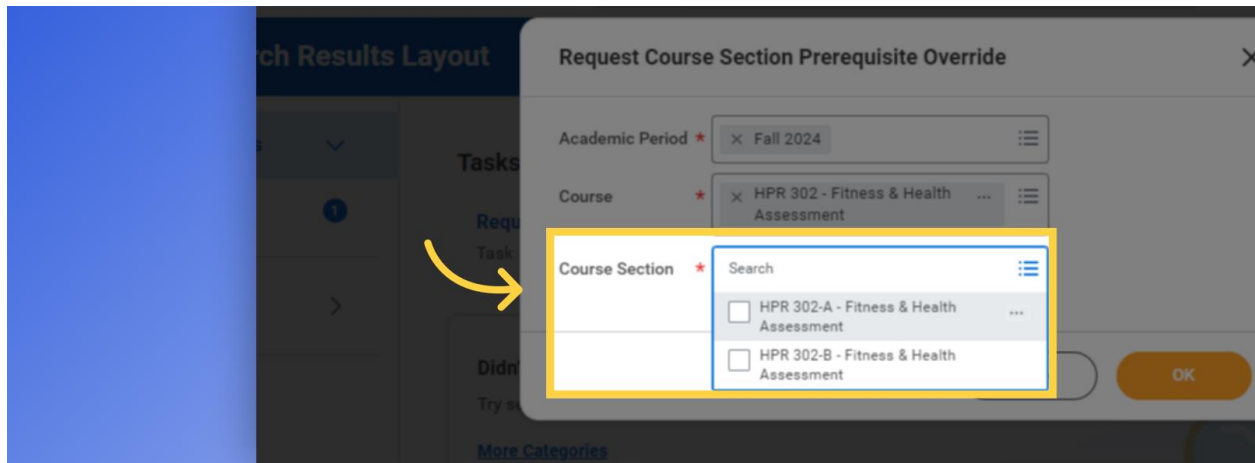


## 3. Enter the Course

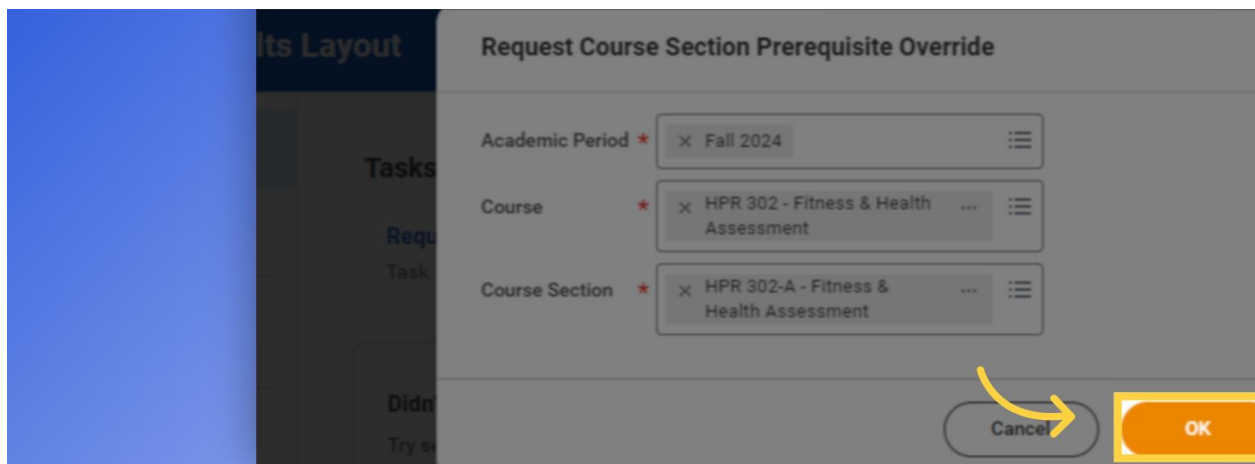Enter the course you want to request permission to register for.

## 4. Select the Section
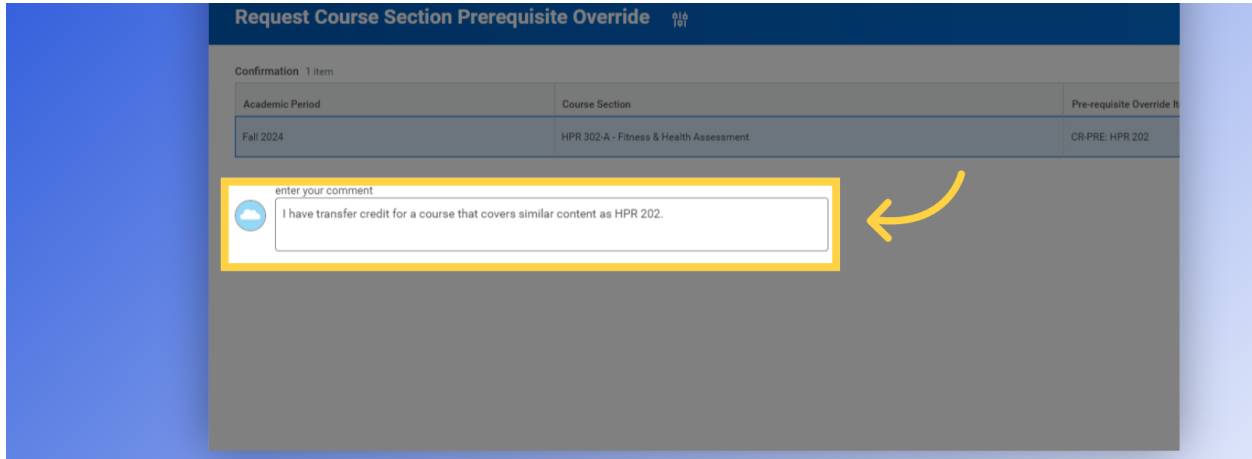
Select the section.



## 5. Click "OK"

Click OK.

## 6. Enter a Comment

Enter a comment that explains why you believe you can succeed in the course without the pre-requisite. For example, this student has transfer credit that may be able to fulfill the prerequisite. Please note that your request will not be approved without a comment.
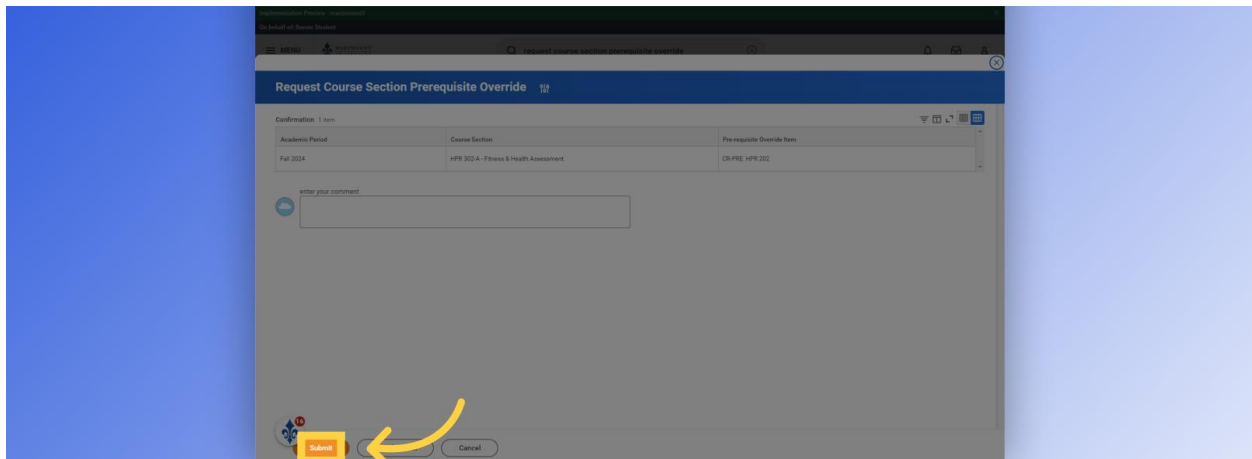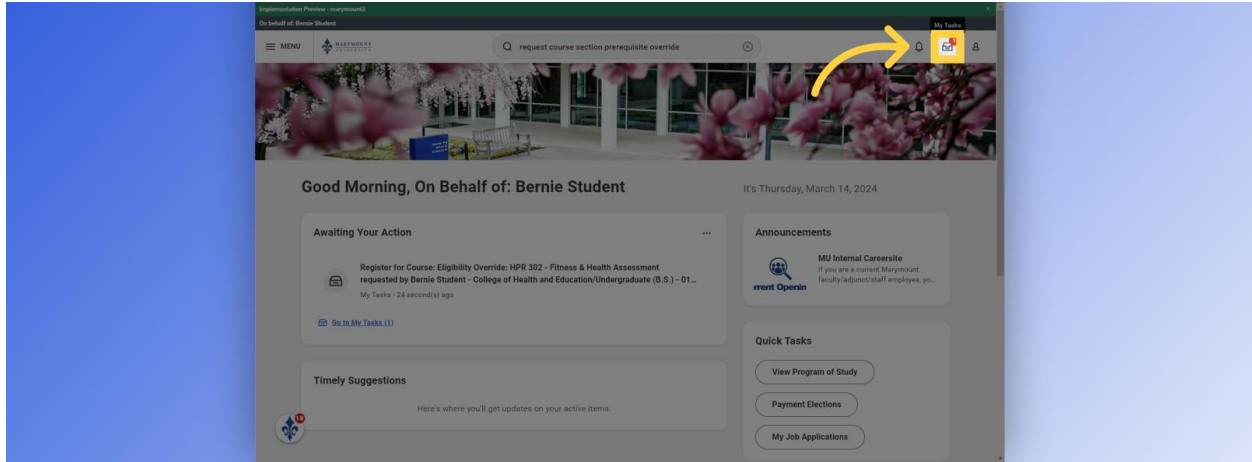


## 7. Click "Submit"

Click Submit after entering your comment. Note that this does not register you for the course. You will receive a notification to register if your request is approved.
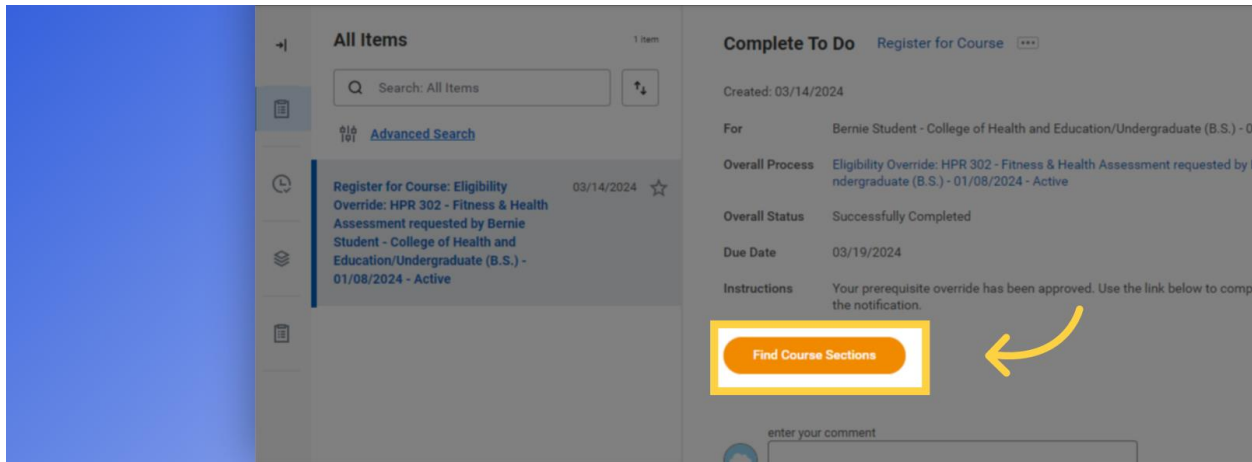
## 8. Go to My Tasks

You will receive an email and a notification in Workday if your request is approved.
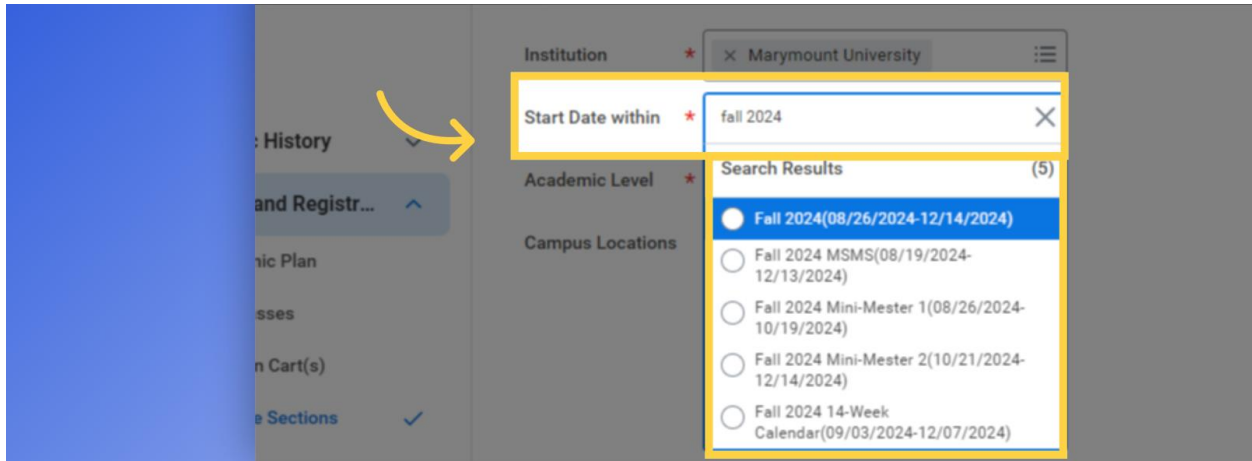


## 9. Click "Find Course Sections"

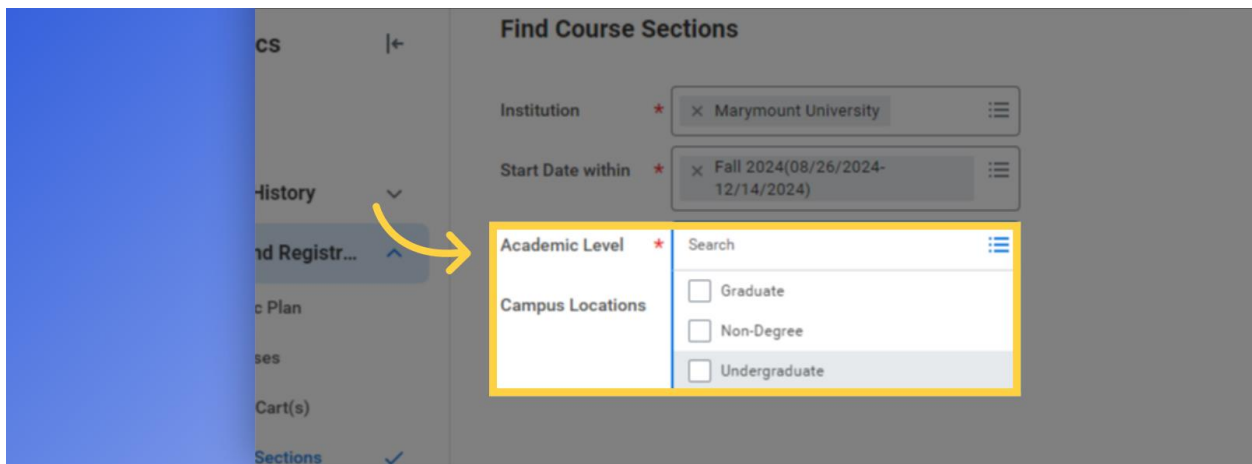Click the "Find Course Sections" button when registration is open.

## 10. Enter the Semester

Type in the semester under Start Date within and select the appropriate period.
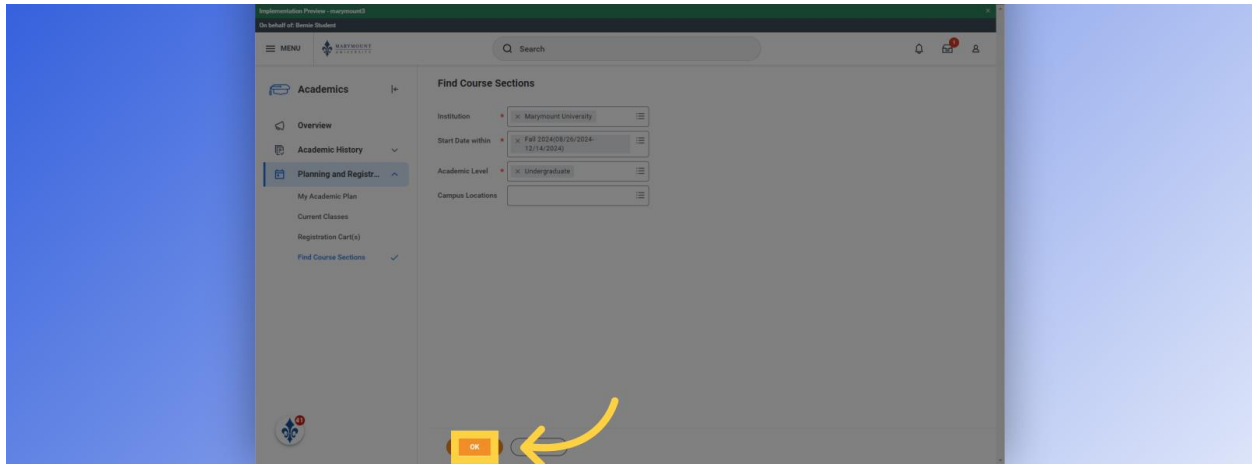


## 11. Select Level

Select your level. You are an undergraduate student if you are in a Bachelor's program and a graduate student if you are in a graduate certificate, master's or doctoral degree.
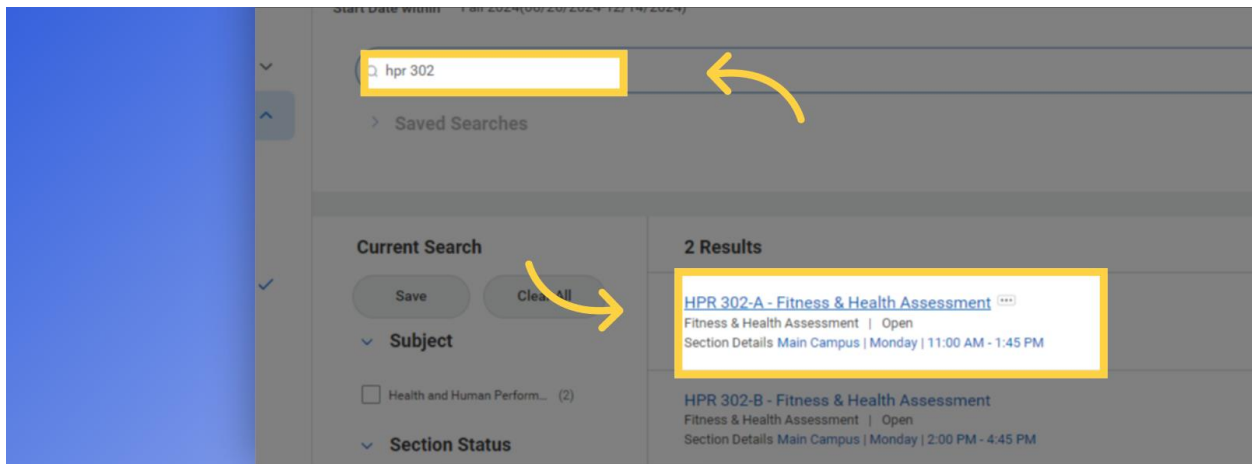
## 12. Click "OK"

Click on "OK"



## 13. Enter the Course

Enter the course in the search bar and select the approved section.

## 14. Click "Register"

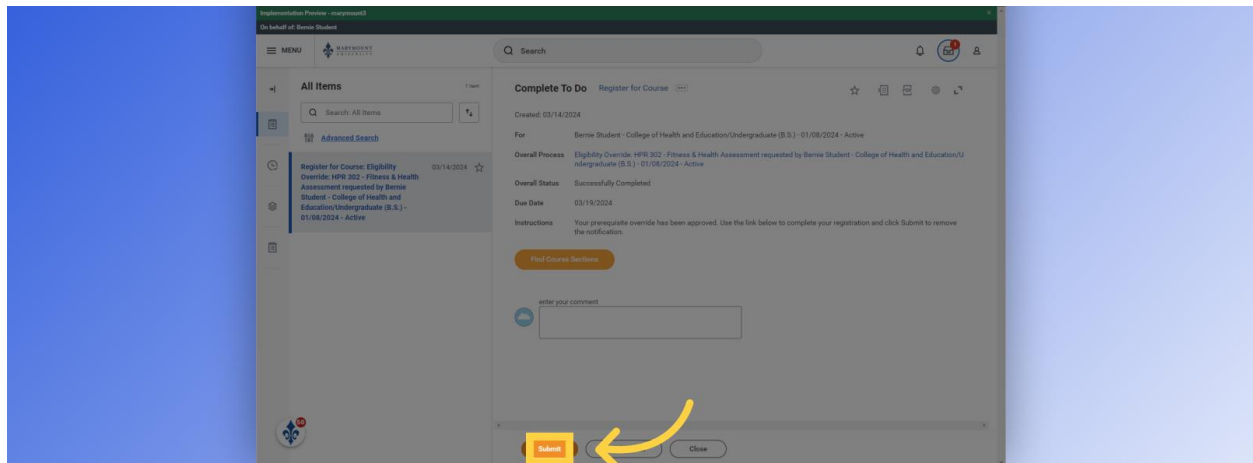Click the Register button.



## 15. Click "Register"

Confirm the correct section is selected and click Register.

# 16. Click "Submit"

Return to the notification and click submit to clear the task from your inbox.



This guide covered the steps of how to request permission to register for a course with a prerequisite in Workday.

For additional training materials and videos, please go to:

[HTTPS://MY.MARYMOUNT.EDU/QUICK-LINKS/WORKDAY-AT-MARYMOUNT](HTTPS://MY.MARYMOUNT.EDU/QUICK-LINKS/WORKDAY-AT-MARYMOUNT)