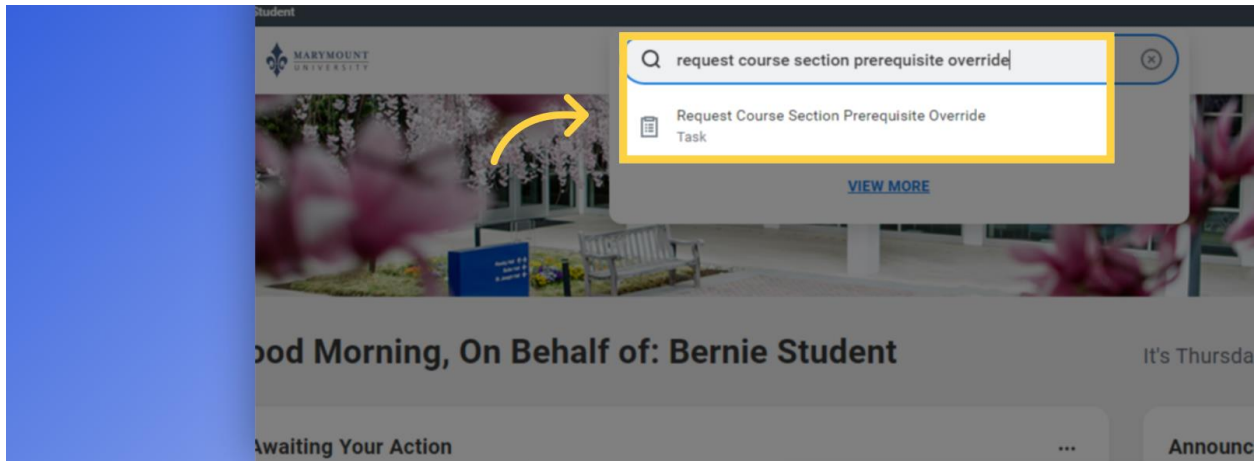


For Students: How to Request Permission to Register for a Course with a Prerequisite

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

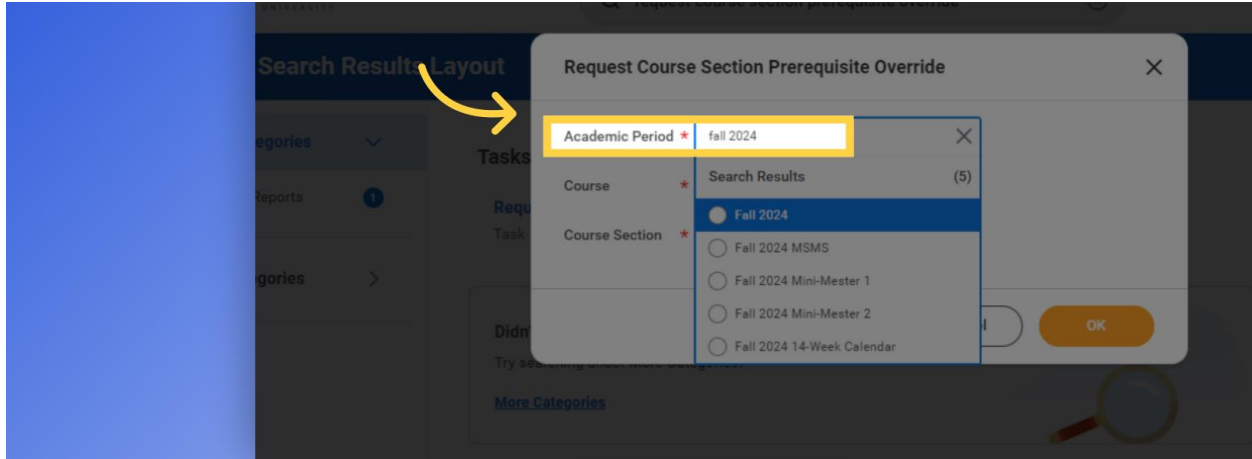
1. Search for the Task

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



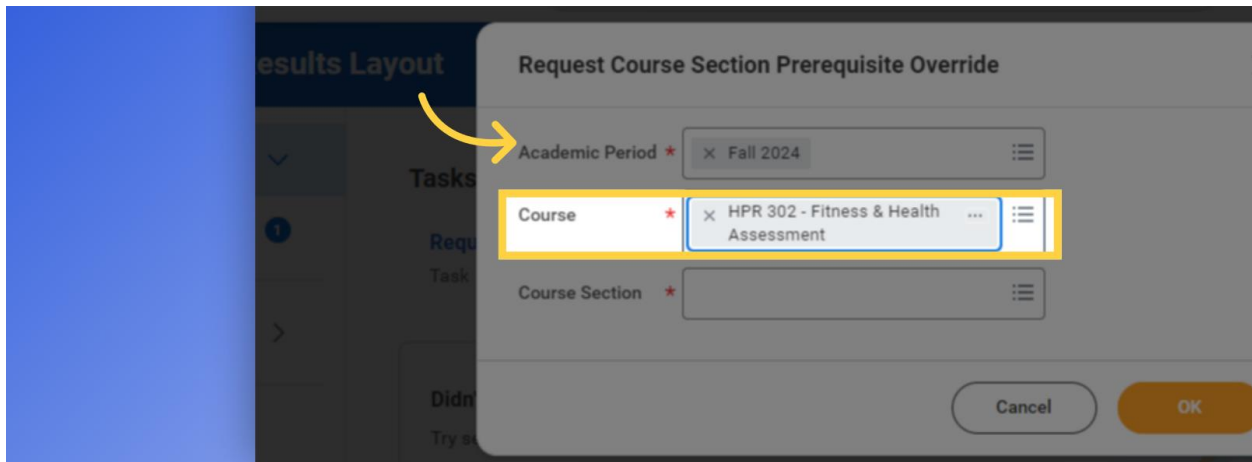
2. Enter the Semester

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



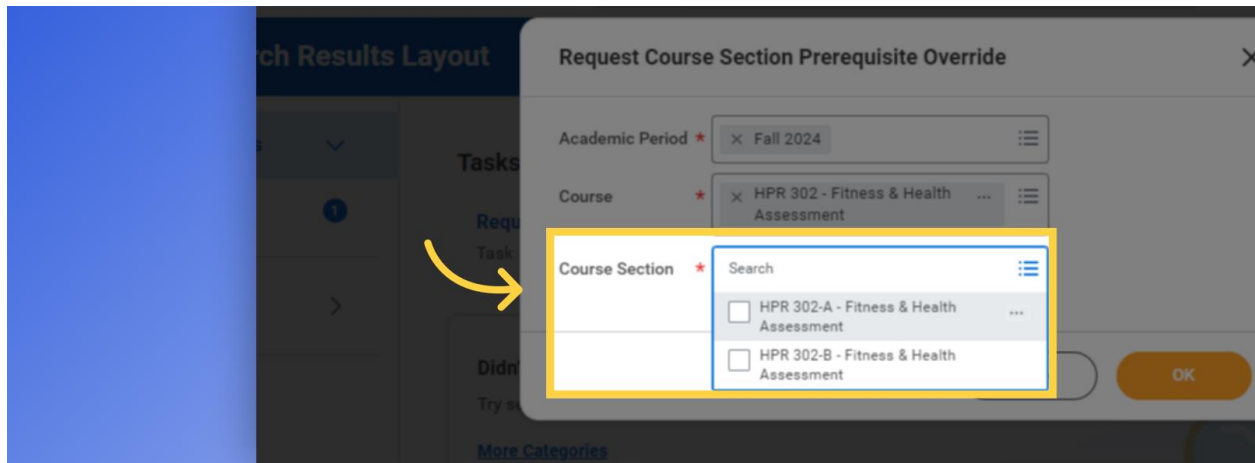
3. Enter the Course

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



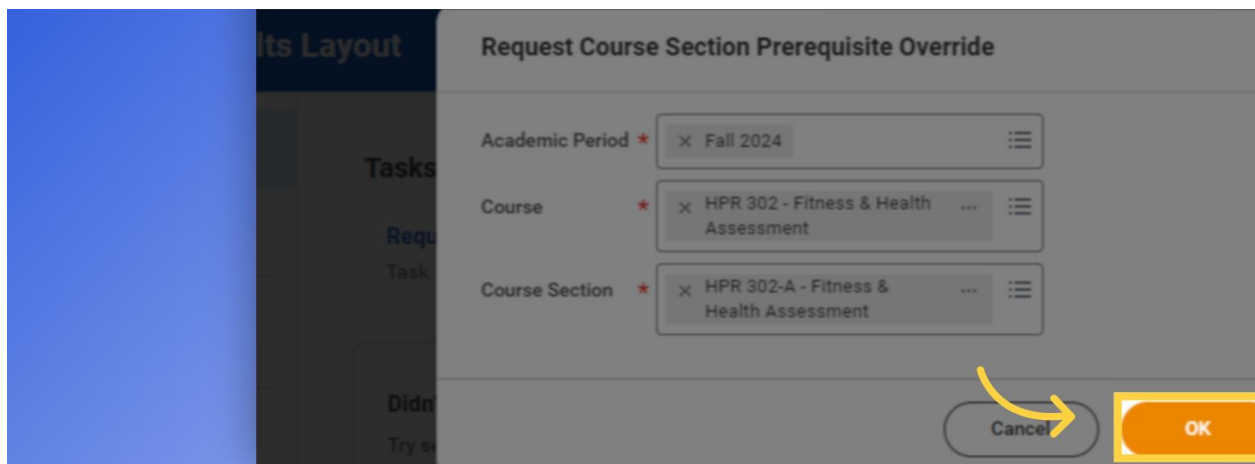
4. Select the Section

Select the section.



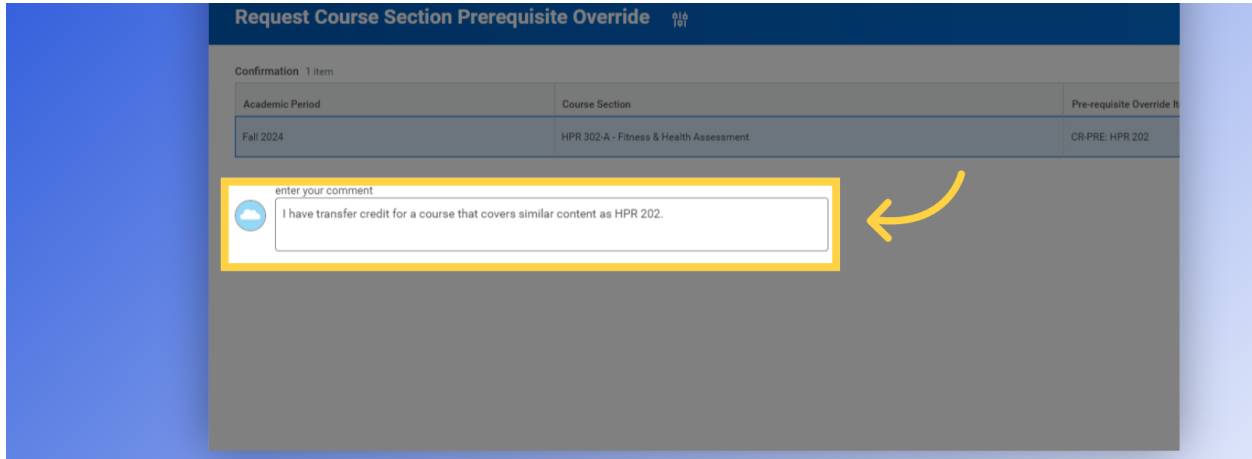
5. Click "OK"

Click OK.



6. Enter a Comment

Enter a comment that explains why you believe you can succeed in the course without the prerequisite. 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.



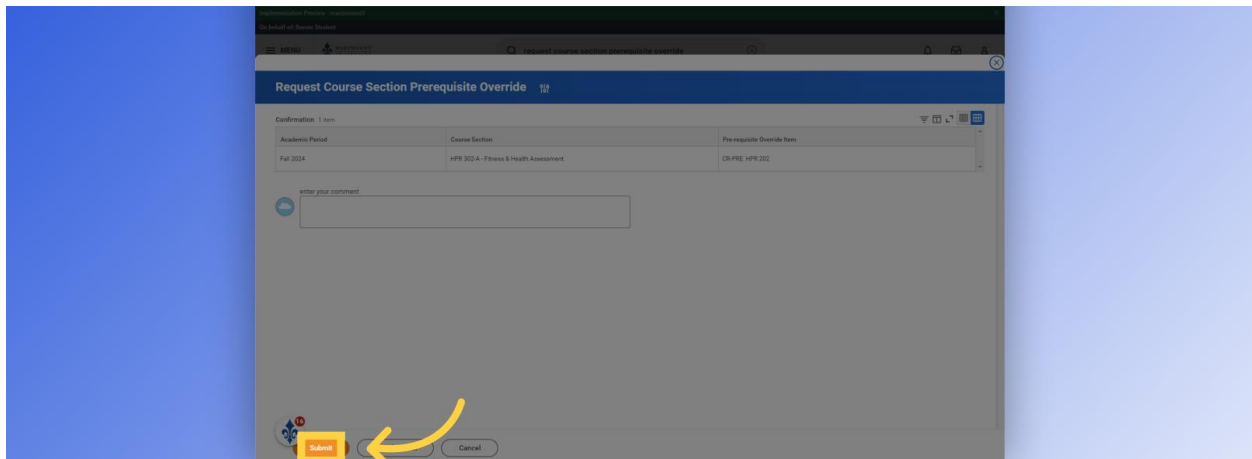
The screenshot shows a web form titled "Request Course Section Prerequisite Override". It includes a table with the following data:

Academic Period	Course Section	Pre-requisite Override Item
Fall 2024	HPR 302-A - Fitness & Health Assessment	CR-PRE: HPR 202

Below the table is a text input field labeled "enter your comment". The field contains the text: "I have transfer credit for a course that covers similar content as HPR 202." A yellow arrow points to the right side of the comment box.

7. Click "Submit"

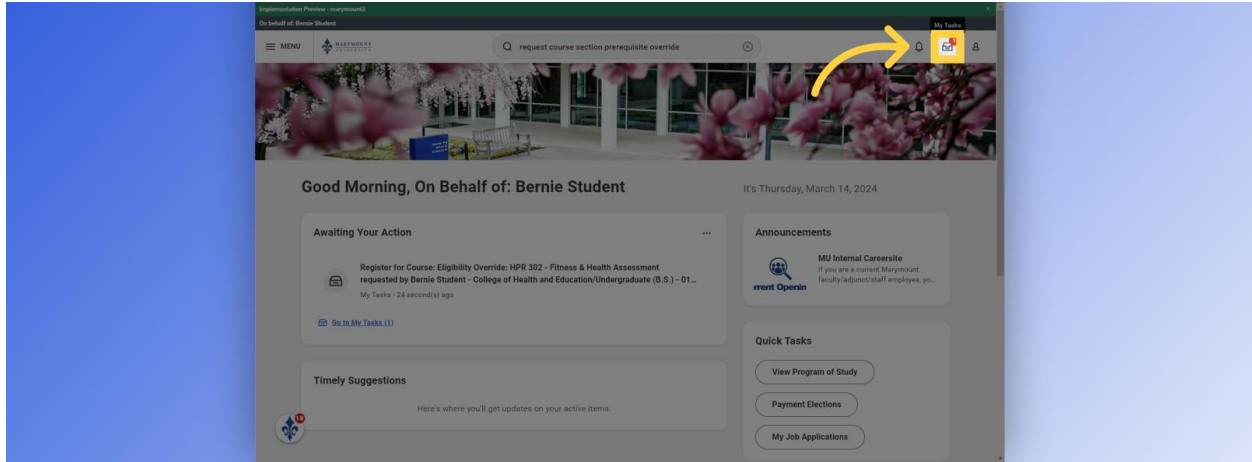
Click Submit after entering your comment. Note that this does not register you for the course. You will receive a notification to register if your request is approved.



This screenshot shows the same form as above, but with the "Submit" button highlighted in yellow. A yellow arrow points to the "Submit" button. The "enter your comment" field is now empty.

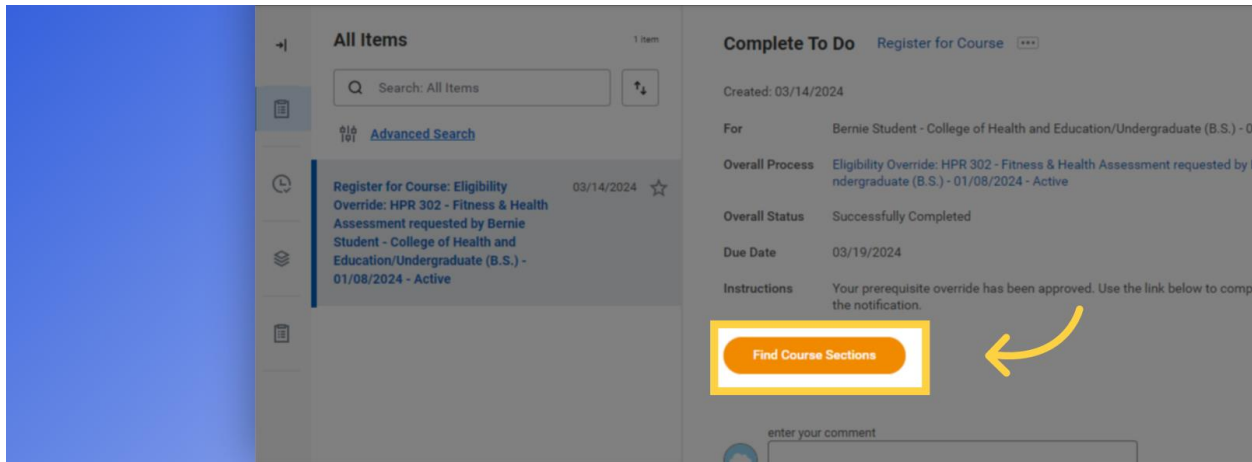
8. Go to My Tasks

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



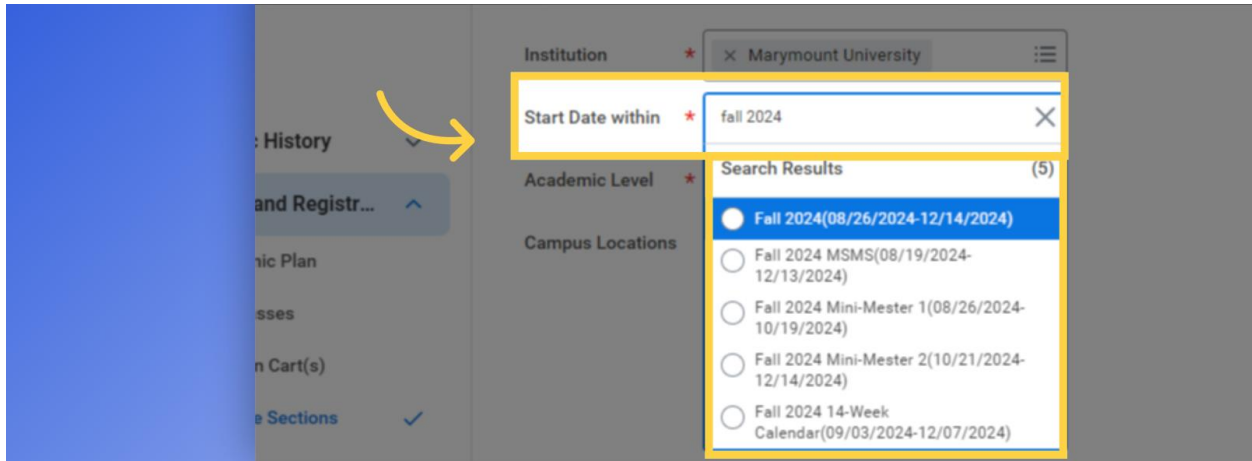
9. Click "Find Course Sections"

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



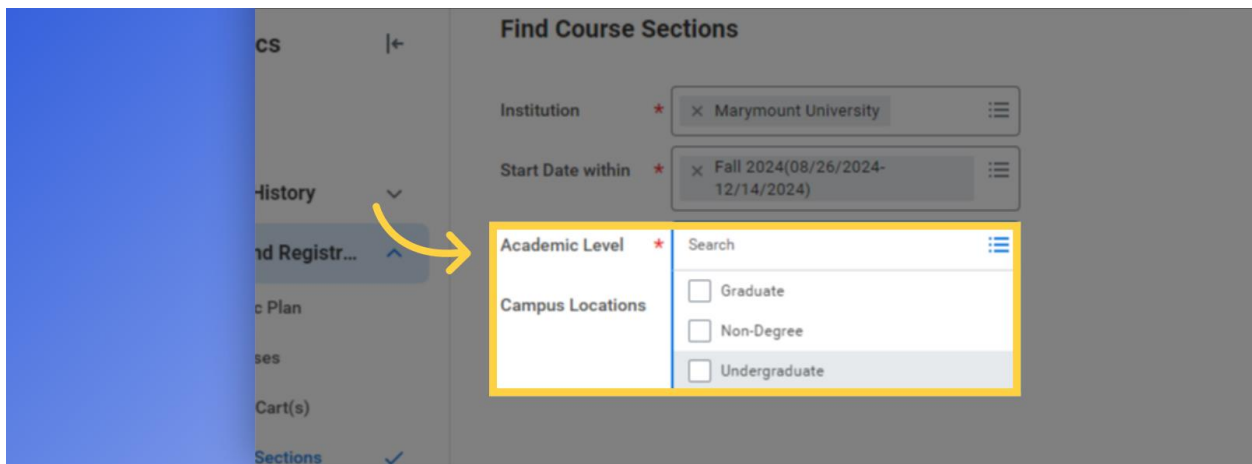
10. Enter the Semester

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



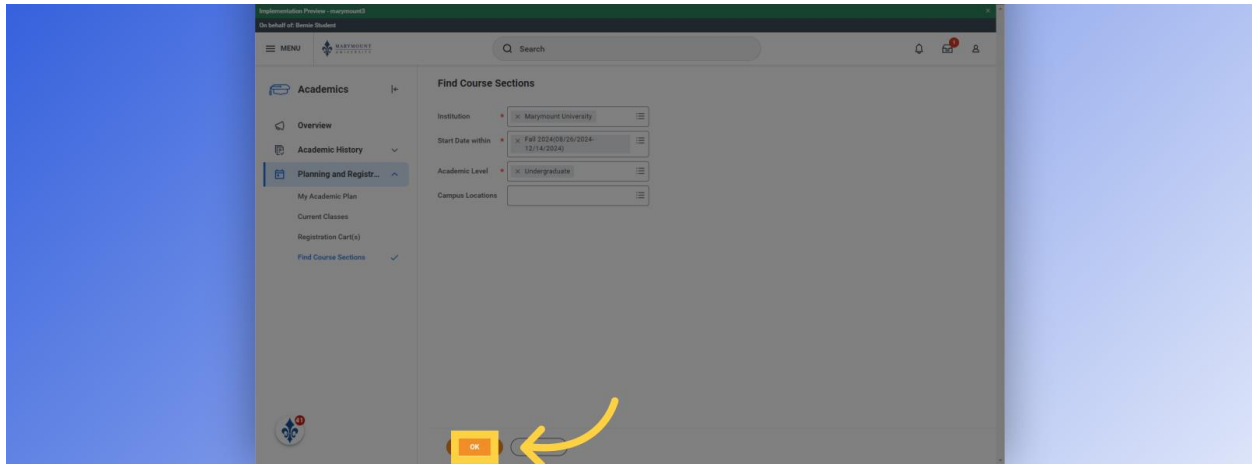
11. Select Level

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.



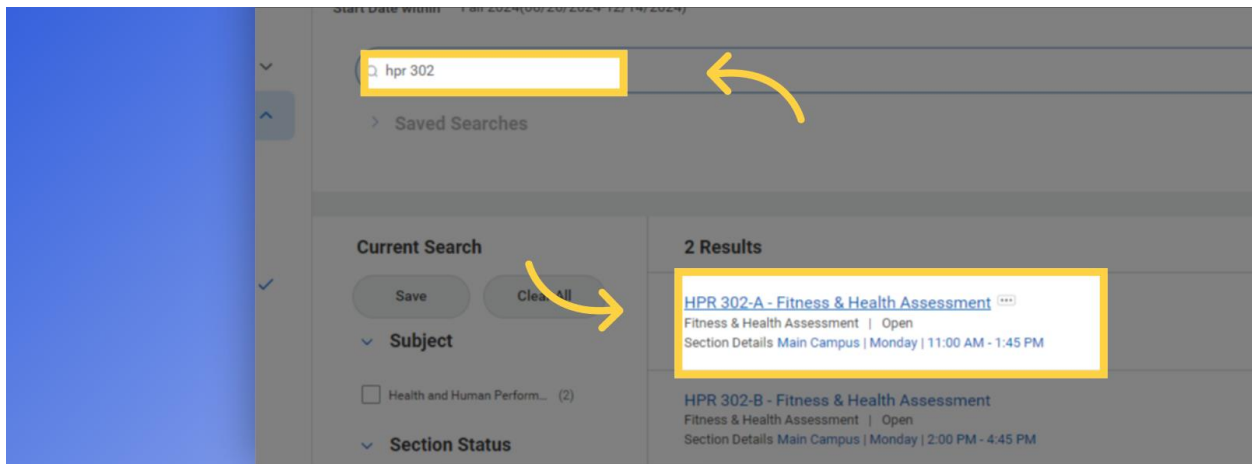
12. Click "OK"

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.

View Course Section HPR 302-A - Fitness & Health Assessment

Course	HPR 302 - Fitness & Health Assessment	Instructional Formats	Lecture
Academic Period	Fall 2024	Course Tags	UR :: Inquiry Learning (DSINQ)
Status	Open	Delivery Mode	Face to Face
Start/End Date	08/26/2024 - 12/14/2024	Enrolled/Capacity	0/17
Grading Basis	Graded	Meeting Patterns	Main Campus Monday 11:00 AM - 1:45 PM
Credits	3 Semester Credits	Campus	Main Campus
Description	Provides information and experience in the administration and interpretation of health risk appraisals and health-related fitness tests. Tests include blood pressure, body composition analysis, strength, endurance, flexibility assessment, basal metabolic rate, VO2 max, and submaximal cycle ergometry. Health Sciences majors in the Exercise Science, Pre-Physical Therapy, and Pre-Physical Therapy Specializations must achieve a minimum grade of C-. Prerequisite: HPR 202. (3)	Additional Fees	HPR Lab Fee: SF: CC - Course Fee - HPR 302-S
Eligibility	Student has completed all of the following course(s): HPR 202 - Exercise Physiology		

[Add to Registration Cart](#) **Register**

15. Click "Register"

Confirm the correct section is selected and click Register.

Academic Period: Fall 2024

② Add Course

HPR 302 - Fitness & Health Assessment
3 Semester Credits

Course Listing: HPR 302 - Fitness & Health Assessment

Description: Provides information and experience in the administration and interpretation of health risk appraisals and health-related fitness tests. Tests include blood pressure, body composition analysis, strength, endurance, flexibility assessment, basal metabolic rate, VO2 max, and submaximal cycle ergometry. Health Sciences majors in the Exercise Science, Pre-Physical Therapy, and Pre-Physical Therapy Specializations must achieve a minimum grade of C-. Prerequisite: HPR 202. (3)

Eligible

Lecture

2 items

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns	Instructor
<input checked="" type="checkbox"/>	HPR 302-A - Fitness & Health Assessment	<input checked="" type="checkbox"/>	Open	08/26/2024	12/14/2024	Face to Face	Monday 11:00 AM - 1:45 PM Main Campus	
<input type="checkbox"/>	HPR 302-B - Fitness & Health Assessment	<input type="checkbox"/>	Open	08/26/2024	12/14/2024	Face to Face	Monday 2:00 PM - 4:45 PM Main Campus	

Grading Basis: Graded

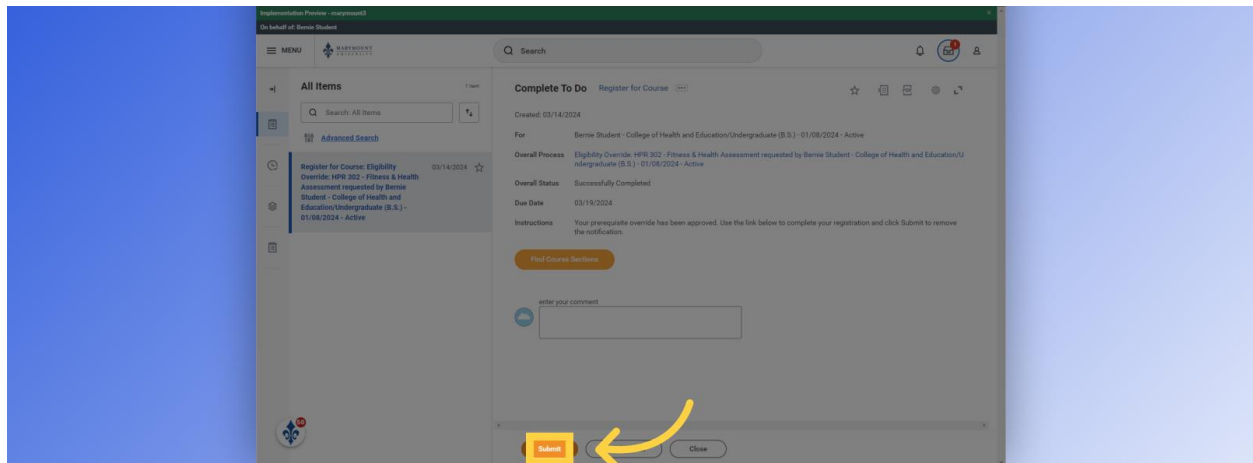
Credits: 3

Credit Type: Semester Credits

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)