Registration

Overview:

Note from the Dean of Academic Life: Faculty advisors and student advisees are engaged in an advising partnership with mutual expectations and responsibilities. As a student, you are expected to be familiar with all academic policies and graduation requirements. Your faculty advisor serves as a knowledgeable mentor who will suggest, encourage, interpret, and guide. Ultimately, you are responsible for your own academic career and course registration.

Registration occurs during set time frames throughout the year. Before you may register you must have completed your New or Continuing Student Onboarding tasks in your Workday inbox. You also must create an Academic Plan and receive plan approval from your Academic Advisor. Once you have met with your Academic Advisor and have received approval on your plan, use the steps below to register for courses during the registration window.

Note: Self-service registration may or may not be needed for an Accelerated or Graduate student. Please contact your advisor.

This help guide covers how to:
- Create Schedule from Academic Plan
- Register from a Saved Schedule
- Register for a Course or Add Course to Schedule from a Course Section
- View My Courses
- Drop a Course
- Swap a Course
- Request Course Section Prerequisite Override
- Enroll in a Waitlisted Course

Key Terms:

Academic Period: Period of time with a set start/end date
Grading Basis: Audit, Credit/Non Credit, Graded, Pass/Fail
Course Cluster: Grouped course sections meant to be taken together (E.g., Lecture/Lab/Recitation)
Troubleshoot: Specific reasons why you cannot register for a particular course section
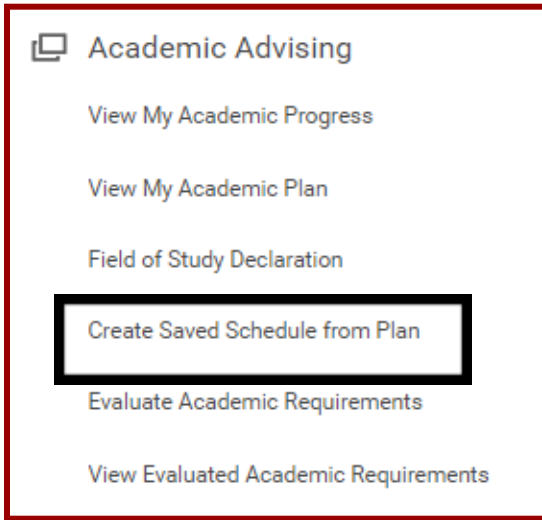
Icons:

Prompt

✱ Required Field

⊕ Add a Row

Create Schedule from Academic Plan

From the homepage:

1. Navigate to the **Academics** application.

2. Select **Create Saved Schedule from Plan** within the **Academic Advising** section of the dashboard.
   Note: You may need to click **More** to view all options within the Academic Advising section.

3. Click the prompt to select the **Academic Plan** you would like to build a schedule from.

4. Click the prompt to select the **Start Date within**. Choose the semester you are building this schedule for.

   HELPFUL TIP: Always select the full semester (E.g., 2020 Fall Semester).
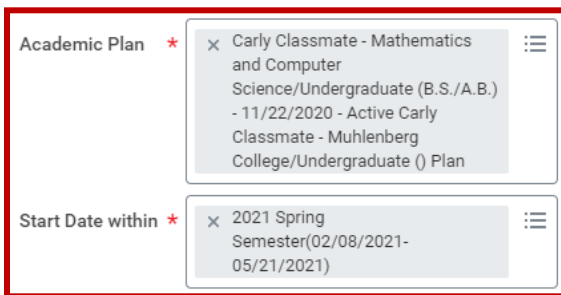
5. Click **OK.**

6. Enter a **Saved Schedule Name.**

7. The courses you have included in your academic plan are listed on the left-hand side of the page. Click each course to view the course sections available.

8. Select the course sections to add to this schedule using the **Select** checkbox ☑ next to the course section.

   Note: For any course requiring multiple components (E.g., Lecture, Laboratory, and/or Recitation) you will need to select an option for each required component. To ensure you are selecting the correct cluster you must review the notes on the course section using the Course Offerings report. **You will not be able to determine which course section components go together from this screen**. **Open a new browser tab**

and use the Course Offerings instructions beginning on page 5 of this guide.

9. Click **OK** to add the course sections to your saved schedule.

Academic Period	2021 Spring Semester

Schedule Name *

Click here to sort		
BIO 102 - Concepts: Biology of Movement 0 - 1 Units	Course Listing	FYS 175 - FYS:Hip-Hop/Sociological Imagi
FYS 175 - FYS:Hip-Hop/Sociological Imagi 0 - 1 Units	Description	
	Units	0 - 1 Units

Seminar

1 item

Select	Section	Eligible	Section Status	Start Date	End Date	Meeting Patterns	Instructor	Section Capacity	Seats Available	Wait List Capacity
☐	FYS 175-00 - FYS:Hip-Hop/Sociological Imagi	✓	Open	02/08/2021	05/13/2021	TR | 12:30 PM - 1:45 PM |	Dr. Sahar Sadeghi	15	1	0

10. Click **Calendar View** to see your schedule in a calendar view.

View Student Schedule

Carly Classmate (Actions)

|	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8 AM							
9 AM		BIO 102-10 Baker Center for		BIO 102-10 Baker Center for		BIO 102-10 Baker Center for	
10 AM							
11 AM					BIO 102-12		
12 PM							
1 PM			FYS 175-00		FYS 175-00		
2 PM							
3 PM							
4 PM			BIO 102-11				
5 PM							
6 PM							
7 PM							

11. Click **Close** once you are done viewing.

12. Click **Done**.

You are NOT registered for these course sections yet. Follow the below instructions during your registration window to register from your saved schedule

Register from a Saved Schedule

1. Navigate to the **Academics** application.

2. Select **View My Saved Schedules** within the **Planning & Registration** section of the dashboard.

> Planning & Registration
>
> View My Courses
>
> **View My Saved Schedules**
>
> Request Course Section Prerequisite Override
>
> More (5)
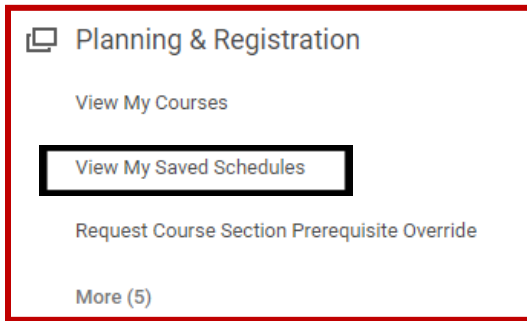
3. Click the **Actions** button on the saved schedule you wish to review to either:

   a. **Add Course Sections** to select specific sections of the courses you previously added to your plan.
   b. **Edit** to rename your saved schedule.
   c. **Remove** to remove course sections from this saved schedule.

4. Click **Register** to begin registering from this saved schedule.

   Note: If the register button is not visible, check your registration appointment time and any registration holds on your account. You can find this information on your Academics dashboard.

5 items

Course	Grading Basis	Units	Section	Section Status	Instructional Format	Instructor	Start Date	End Date	Meeting Patterns
BIO 102 - Concepts: Biology of Movement		0	BIO 102-10 - Concepts: Biology of Movement	Open	Lecture	Dr. Amy T Hark	02/08/2021	05/21/2021	MWF | 9:00 AM - 9:50 AM | Baker Center for the Arts 137
			BIO 102-11 - Concepts: Biology of Movement	Open	Laboratory	Dr. Amy T Hark	02/08/2021	05/21/2021	T | 3:30 PM - 5:30 PM |
			BIO 102-22 - Concepts: Biology of Movement	Open	Recitation	Dr. Debra A Walther	02/08/2021	05/21/2021	W | 4:00 PM - 4:50 PM |
FYS 175 - FYS:Hip-Hop/Sociological Imagi	Graded	1	FYS 175-00 - FYS:Hip-Hop/Sociological Imagi	Open	Seminar	Dr. Sahar Sadeghi	02/08/2021	05/13/2021	TR | 12:30 PM - 1:45 PM |
GRM 303 - Adv German Conv & Composition	Graded	1	GRM 303-01 - Adv German Conv & Composition	Open	Lecture	Dr. Franz A Birgel	02/08/2021	05/21/2021	MWF | 11:00 AM - 11:50 AM |

Start Registration   View Schedule   Add Course   Edit   Remove

5. Click **Add Course** to make edits from the registration page. This will allow you to add a new course and see the associate course sections. You may then select the course section you'd like to add to your saved schedule and register for.

6. The courses you have included in this saved schedule are listed on the left-hand side of the page. Click each course to view the course sections you have included in this schedule. The course sections you have included are indicated by the **Select** checkbox [✓] . Update as needed.

7. Click **Register**.

8. Please review the confirmation screen carefully. Below is an example of **Unsuccessful Registrations.** Take note of the **Reason** column if your registration is unsuccessful.
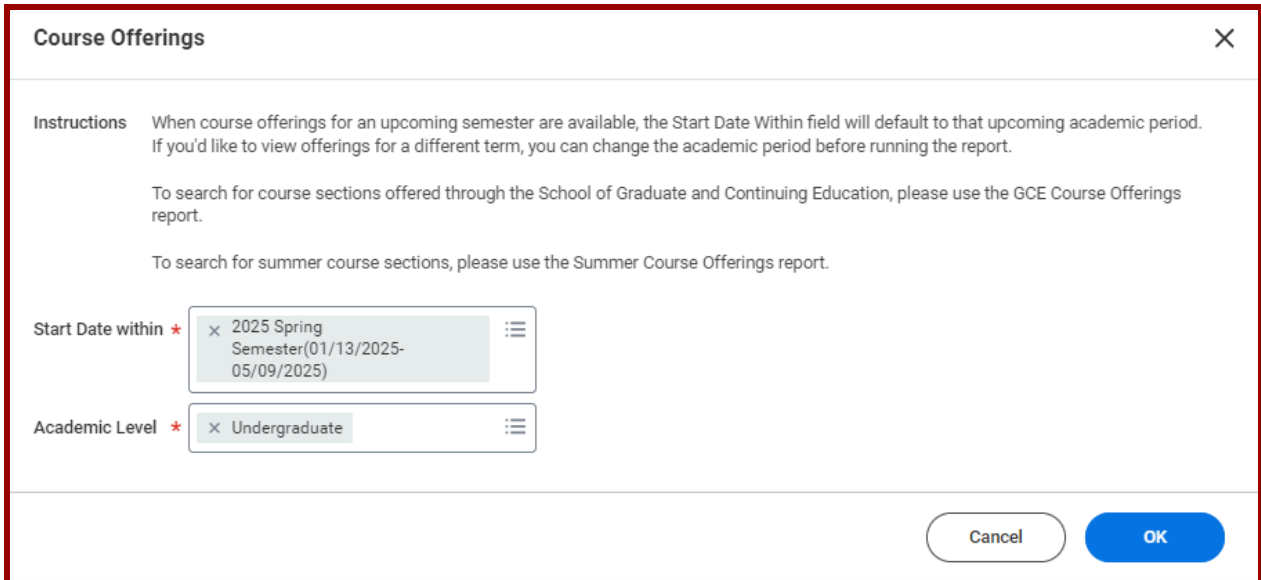
Register for a Course or Add Course to Schedule from Course Offerings Report

1. Navigate to the **Academics** application.

2. Select **Course Offerings** or the **GCE Course Offerings** report within the **Course Offerings** section of the dashboard.

> Course Offerings
>
> Course Offerings
>
> GCE Course Offerings
>
> Summer Course Offerings

3. Click **OK** to view course offerings for the upcoming or current semester. The **Start Date Within** field will default to the upcoming or current semester. Update to a different term, if desired.

Course Offerings ✕

Instructions   When course offerings for an upcoming semester are available, the Start Date Within field will default to that upcoming academic period. If you'd like to view offerings for a different term, you can change the academic period before running the report.

To search for course sections offered through the School of Graduate and Continuing Education, please use the GCE Course Offerings report.

To search for summer course sections, please use the Summer Course Offerings report.

Start Date within *   ✕ 2025 Spring Semester(01/13/2025-05/09/2025)

Academic Level *   ✕ Undergraduate

Cancel   OK

4. Use the **Search Bar** to search for a specific course section.

5. Use the search facets on the left side of the screen to narrow the search by picking a specific **Course Number Prefix**, **Section Status, Course Tag** etc.
   HELPFUL TIP: The search facets are listed in descending order based on the number of course offerings within that category for the academic period. Click on the **More** button to find additional options.

   HELPFUL TIP: Use the search facets under **Course Tags** to search for a course offering that fulfills a specific General Academic Requirement, if needed.

Course Offerings ⚫⚫⚫ ⚙

Start Date within   2022 Fall Semester (08/29/2022-12/16/2022)   Academic Level   Undergraduate

🔍 search   [Search]

> Saved Searches

Current Search	[Save]

[Clear All]

∨ **Section Status**

☐ Open (618)

☐ Waitlist (136)

☐ Closed (2)

∨ **Course Tags (GARs & Interdisciplinary Programs)**

☐ AFY :: Appropriate for First-Y... (303)

☐ GAR :: (W) Writing (90)

☐ IDS :: Environmental Science (83)

☐ IDS :: Neuroscience (79)

☐ GAR :: (SC) Natural Sciences... (76)

⊕ More

∨ **Courses By Course Number Prefix**

☐ Music (120)

☐ Dance (45)

☐ Theatre (44)

☐ Biology (42)

756 Results   Expand All ∨

ACT 101-01 - Financial Accounting   ∨
Financial Accounting | Waitlist | Ellen Rackas
Section Details Ettinger 211 | TR | 11:00 AM - 12:15 PM

ACT 101-02 - Financial Accounting   ∨
Financial Accounting | Open | Ellen Rackas
Section Details Ettinger 211 | TR | 2:00 PM - 3:15 PM

ACT 101-03 - Financial Accounting   ∨
Financial Accounting | Open | Trevor M Knox
Section Details Ettinger 211 | MW | 11:00 AM - 12:15 PM

ACT 320-00 - Intermediate Accounting I   ∨
Intermediate Accounting I | Open | Trevor M Knox
Section Details Ettinger 211 | MW | 9:30 AM - 10:45 AM

ACT 323-00 - Intermediate Accounting II   ∨
Intermediate Accounting II | Open | Kindra Walker
Section Details Ettinger 211 | TR | 12:30 PM - 1:45 PM

ACT 326-00 - Concepts of Federal Taxation   ∨
Concepts of Federal Taxation | Waitlist | Ellen Rackas
Section Details Ettinger 211 | MW | 12:30 PM - 1:45 PM

AFS 285-00 - Spc Top:Literature of Genocide   ∨
Spc Top:Literature of Genocide | Open | Emanuela Kucik
Section Details Baker Center for the Arts 166 | TR | 3:30 PM - 4:45 PM

ARB 101-00 - Elementary Arabic I   ∨
Elementary Arabic I | Open | Fatma El-Turky
Section Details Ettinger 105 | MW | 3:00 PM - 4:50 PM

6. Click the down arrow to view additional information about the course section.

ARH 101-02 - Introduction to Art History I: Prehistoric to Gothic
Introduction to Art History I: Prehistoric to Gothic | Open | Emily Shartrand
Section Details Baker Center for the Arts 166 | MW | 9:30 AM - 10:45 AM

ARH 201-00 - Ancient Art
Ancient Art | Open | Emily Shartrand
Section Details Baker Center for the Arts 166 | MW | 2:00 PM - 3:15 PM

Section Details	Instructors
Baker Center for the Arts 166	MW	2:00 PM - 3:15 PM	Emily Shartrand
Instructional Format	**Delivery Mode**
Lecture	In-Person
Course Tags	**Enrolled/Capacity**
AFY :: Appropriate for First-Years	7/20
GAR :: (HU) Humanities	

7. Click the **Course Section** to review the section details.

8. Always review the **Notes** section for important information regarding this course section. The note may include the exact lecture, lab and/or recitation section(s) to register for to complete the cluster.

9. Click the **Cluster Requirements** section to view the required course sections you must enroll in if this is a clustered course.

Cluster Requirements

Students must enroll in one of the following   MTH 119-01 - Statistical Analysis

Students must enroll in one of the following   MTH 119-20 - Statistical Analysis

View Course Section ACT 101-01 - Financial Accounting ⋯

Course	ACT 101 - Financial Accounting	Instructional Formats	Lecture
Academic Period	2025 Spring Semester	Course Tags	IDS :: Innovation and Entrepreneurship
Status	Open	Delivery Mode	In-Person
Start/End Date	01/13/2025 - 05/09/2025	Enrolled/Capacity	0/18
Grading Basis	Audit	Available Unreserved Seats	13
	Graded	Available Reserved Seats	5
	Pass/Fail		5 - reserved for In Class of 2028 Student Cohort
Units	1 Units	Meeting Patterns	Ettinger 211	MW	9:30 AM - 10:45 AM
Description	The course will provide the student with a fundamental understanding of accounting as a means for decision making by integrating preparation of financial information and written reports for a variety of users with case discussions and oral presentations. Students will participate in analysis of a company using financial data. Further analysis of the industry with interfirm comparisons will be done in teams.	Campus	⊙ Main Campus
		Instructor	
Eligibility	Student has completed any of the following course(s): BUS 101 - Business & Society, ECN 101 - Principles of Macroeconomics, ECN 102 - Principles of Microeconomics	Ermira Mazziotta	
		Notes 5 seats reserved for first-years	
		View materials in bookstore	

Add to Saved Schedule   Start Registration

10. Click **Add to Saved Schedule** to add this course section to a saved schedule. Ensure you add ALL necessary course sections if this is a clustered course.

11. Click **Register** to register for this course section.

12. **If you are registering for a clustered course,** on the Register for course section page, ensure the correct **Lecture**, **Laboratory** and/or **Recitation** sections are selected based on the Note.

Laboratory

3 items

Select	Section	Eligible	Section Status	Start Date	End Date	Meeting Patterns	Instructor	Section Capacity	Seats Available	Wait List Capacity
☑	THR 100-10 - Theatre & Society: Hist. Intro	☑	Open	02/08/2021	05/21/2021	F | 9:00 AM - 10:50 AM | Baker Center for the Arts 226	Dr. James H Peck	20	20	0
☐	THR 100-11 - Theatre & Society: Hist. Intro	☑	Open	02/08/2021	05/21/2021	F | 12:00 PM - 1:50 PM | Rehearsal House 201	Dr. Irma Leticia Robles-Moreno	20	20	0
☐	THR 100-12 - Theatre & Society: Hist. Intro	☑	Open	02/08/2021	05/21/2021	F | 10:00 AM - 11:50 AM | Rehearsal House 201	Mr. Drew Richardson	20	19	0

Lecture

3 items

Select	Section	Eligible	Section Status	Start Date	End Date	Meeting Patterns	Instructor	Section Capacity	Seats Available	Wait List Capacity
☑	THR 100-01 - Theatre & Society: Hist. Intro	☑	Open	02/08/2021	05/21/2021	MW | 2:00 PM - 3:15 PM | Baker Center for the Arts 149	Dr. James H Peck	20	20	0
☐	THR 100-02 - Theatre & Society: Hist. Intro	☑	Open	02/08/2021	05/21/2021	TR | 9:30 AM - 10:45 AM | Taylor 08	Dr. Irma Leticia Robles-Moreno	20	19	0
☐	THR 100-03 - Theatre & Society: Hist. Intro	☑	Open	02/08/2021	05/21/2021	TR | 3:30 PM - 4:45 PM | Moyer 109	Dr. Ethan Philbrick	20	20	0

13. If you are not eligible to register for this course section, you will see the **Troubleshoot** button. Click to troubleshoot why you cannot register for this course section.

View Course Section
BIO 151-00 - Bio II: Cells & Organisms (Actions)

Course	BIO 151 - Bio II: Cells & Organisms	Instructional Formats	Lecture
Academic Period	2021 Spring Semester	Delivery Mode	In-Person
Status	Open	Enrolled/Capacity	0/128
Start/End Date	02/08/2021 - 05/21/2021	Meeting Patterns	Trumbower 130 | MWF | 12:00 PM - 12:50 PM
Grading Basis	Graded		
Units	1 Units	**Instructor**	
Description	The second course in the introductory biology sequence for majors is a study of the relationship of structure and function in plants and animals. Laboratories emphasize the scientific method as a way of knowing.	Dr. Elizabeth McCain	
Eligibility	Student has completed all of the following course(s): BIO 150 - Bio I: Organisms & Populations	Notes Must also register for lab and recitation sections.	

Add to Schedule   Troubleshoot

14. Look for the **No** in the **Can Register** column and review the details to determine why you cannot register for this course section.

Course 6 items		
Restriction	Can Register	Details
Eligible	No	Student has completed all of the following course(s): BIO 150 - Bio I: Organisms & Populations
Has Published, Visible Sections	Yes	
No Duplicate Registrations	Yes	
Can Register for Co-Requisites	Yes	
Can Repeat	Yes	
Access to Enrollment	Yes	

15. If you are eligible to register for the course section, you will see Start Registration rather than troubleshoot. Click **Start Registration** to register for this course section.

View Course Section ESC 201-00 - Environmental Geology

Course	ESC 201 - Environmental Geology	Instructional Formats	Lecture
Academic Period	2025 Spring Semester	Course Tags	GAR :: (SC) Natural Sciences and Mathematics
Status	Open		GAR :: (W) Writing
Start/End Date	01/13/2025 - 05/09/2025		IDS :: Environmental Science
Grading Basis	Audit	Delivery Mode	In-Person
	Graded	Enrolled/Capacity	0/13
	Pass/Fail	Available Unreserved Seats	3
Units	1 Units	Available Reserved Seats	10
Description	Organisms are inextricably bound to their physical environments. An understanding of the interactions between the earth's geology and biology is therefore fundamental to a study of environmental science. This course examines earth's physical environments as they relate to environmental science. Topics will include the basic principles of geology, natural hazards such as volcanoes, earthquakes, mass wasting, flooding, and the global hydrologic cycle. Global water resources will be examined with an emphasis placed on groundwater supply, movement, and pollution. Students cannot earn credit for both ESC 101 and ESC 201.		10 - reserved for Declared Environmental Science majors and minors
		Meeting Patterns	Trumbower 305	TR	12:30 PM - 1:45 PM
		Campus	Main Campus
Other Instructional Formats	Laboratory (Required)	**Instructor**	
Eligibility	Student has not received credit for ESC 101 - Exploring the Physical Earth	Jason W Kelsey	
		Notes 10 seats reserved for Environmental Science Majors and Minors	
		View materials in bookstore	

Add to Saved Schedule   Start Registration

Academic Period 2025 Spring Semester

Add Course

ESC 201 - Environmental Geology
1 Units

Course Listing	ESC 201 - Environmental Geology
Description	Organisms are inextricably bound to their physical environments. An understanding of the interactions between the earth's geology and biology is therefore fundamental to a study of environmental science. This course examines earth's physical environments as they relate to environmental science. Topics will include the basic principles of geology, natural hazards such as volcanoes, earthquakes, mass wasting, flooding, and the global hydrologic cycle. Global water resources will be examined with an emphasis placed on groundwater supply, movement, and pollution. Students cannot earn credit for both ESC 101 and ESC 201.
Eligible	☑

Laboratory
1 item

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns	Instructor	Section Capacity	Seats Available	Wait List Capacity
☑	ESC 201-10 - Environmental Geology	☑	Open	01/13/2025	05/09/2025	In-Person	R	2:00 PM - 4:20 PM	New Science 307	Karen Tuerk	13	13	999

Lecture
1 item

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns	Instructor	Section Capacity	Seats Available	Wait List Capacity
☑	ESC 201-00 - Environmental Geology	☑	Open	01/13/2025	05/09/2025	In-Person	TR	12:30 PM - 1:45 PM	Trumbower 305	Jason W Kelsey	13	13	999

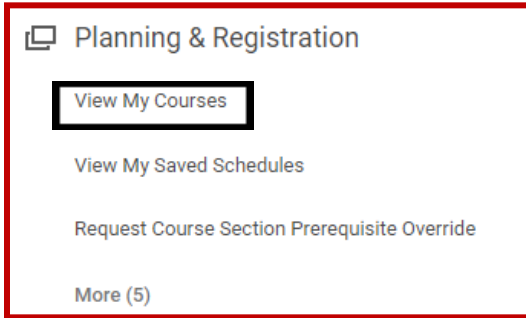|	
Grading Basis ★	Graded
Units	1
Unit Type	Units

Register   Cancel

16. Review the confirmation screen carefully to ensure your registration was successful.

View My Courses

1. Navigate to the **Academics** application.

2. Select **View my Courses** within the **Planning & Registration** section of the dashboard.

3. Under **My Enrolled Courses** you can view the courses you are officially registered for a particular semester.

Drop a Course

1. Navigate to the **Academics** application.

2. Select **View my Courses** within the **Planning & Registration** section of the dashboard.

Planning & Registration

View My Courses

View My Saved Schedules

Request Course Section Prerequisite Override

More (5)
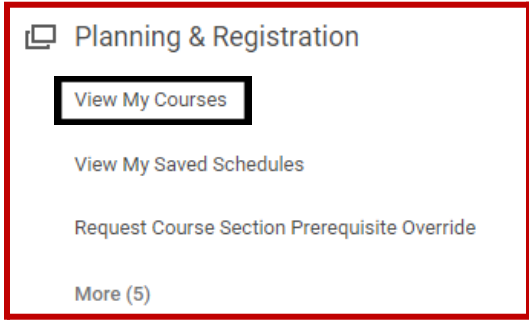
3. Locate the Course Section you wish to drop.
   Note: Drop functionality is only available until the Add/Drop deadline.

4. Click **Drop** next to the course section you wish to drop.

2021 Spring Semester

View Schedule   Edit Registration

My Enrolled Courses 6 items

| | Course Listing | Units | Grading Basis | Enrolled Sections | | | | | | |
				Section	Instructional Format	Meeting Patterns	Registration Status	Instructor	Start Date	End Date	
🔍	BIO 102 - Concepts: Biology of Movement	1	Graded	BIO 102-10 - Concepts: Biology of Movement	Lecture	MWF | 9:00 AM - 9:50 AM | Baker Center for the Arts 137	Registered	Dr. Amy T Hark	02/08/2021	05/21/2021	Drop
				BIO 102-12 - Concepts: Biology of Movement	Recitation	R | 11:00 AM - 11:50 AM |	Registered	Dr. Bruce Wightman	02/08/2021	05/21/2021	
				BIO 102-11 - Concepts: Biology of Movement	Laboratory	T | 3:30 PM - 5:30 PM |	Registered	Dr. Amy T Hark	02/08/2021	05/21/2021	
🔍	FYS 175 - FYS:Hip-Hop/Sociological Imagi	1	Graded	FYS 175-00 - FYS:Hip-Hop/Sociological Imagi	Seminar	TR | 12:30 PM - 1:45 PM |	Registered	Dr. Sahar Sadeghi	02/08/2021	05/13/2021	Drop
🔍	AMS 101 - Intro to American Studies	1	Graded	AMS 101-01 - Intro to American Studies	Lecture	R | 3:00 PM - 3:50 PM |	Registered	Dr. Brian J Mello	02/08/2021	05/21/2021	Drop
🔍	BIO 101 - Concepts: Human Bio, Sci & Soc	1	Graded	BIO 101-00 - Concepts: Human Bio, Sci & Soc	Lecture	MWF | 11:00 AM - 11:50 AM | Moyer 026	Registered	Dr. Adam Clark	02/08/2021	05/21/2021	Drop

5. Click the **Confirm** checkbox ☑ .

6. Click **OK.**

7. Click **Done**.

Swap a Course

Use Swap a Course to enroll and drop a course simultaneously.

Academics

1. Navigate to the **Academics** application.

2. Select **View my Courses** within the **Planning & Registration** section of the dashboard.

Planning & Registration

View My Courses

View My Saved Schedules

Request Course Section Prerequisite Override

More (5)

3. Locate the Course Section you wish to swap for another course or course section.
   Note: You must still be within your enrollment period to swap a class.

4. Click **Swap** next to the course section you wish to drop.
   Note: You may need to scroll to the right to locate the Swap button.

Mathematics Major (B.S./A.B.)

2021 Spring Semester

[View Schedule] [Edit Registration]

My Enrolled Courses 5 items

se Listing	Units	Grading Basis	Enrolled Sections								
			Section	Instructional Format	Meeting Patterns	Registration Status	Instructor	Start Date	End Date		
02 - Concepts: Biology of ment	1	Graded	BIO 102-10 - Concepts: Biology of Movement	Lecture	MWF | 9:00 AM - 9:50 AM | Baker Center for the Arts 137	Registered	Dr. Amy T Hark	02/08/2021	05/21/2021	Drop	Swap
			BIO 102-12 - Concepts: Biology of Movement	Recitation	R | 11:00 AM - 11:50 AM |	Registered	Dr. Bruce Wightman	02/08/2021	05/21/2021		
			BIO 102-11 - Concepts: Biology of Movement	Laboratory	T | 3:30 PM - 5:30 PM |	Registered	Dr. Amy T Hark	02/08/2021	05/21/2021		
175 - FYS:Hip-Hop/Sociol l Imagi	1	Graded	FYS 175-00 - FYS:Hip-Hop/Soc iological Imagi	Seminar	TR | 12:30 PM - 1:45 PM |	Registered	Dr. Sahar Sadeghi	02/08/2021	05/13/2021	Drop	Swap
101 - Intro to American es	1	Graded	AMS 101-01 - Intro to American Studies	Lecture	R | 3:00 PM - 3:50 PM |	Registered	Dr. Brian J Mello	02/08/2021	05/21/2021	Drop	Swap

5. Indicate if you would like to register for a new course or a new course section.

6. If you Select **New Course:**

   a. Click the prompt to select the **Course to Add**.

   b. Click **OK**.

   ○ New Course
   ○ New Section

   Course to Drop AMS 101 - Intro to American Studies

   Course to Add * × BIO 101 - Concepts: Human Bio, Sci & Soc   Eligible Yes

   c. Select the **Course Section** to add.

   d. Click the **Confirm Swap** check box ☑.

   e. Click **OK.**

   f. Click **Done**.

7. If you select **New Section:**

      a. Click **OK.**

      b. Select the **Course Section** to add.

   c. Click **OK.**

      d. Click **Done**.

Request Course Section Prerequisite Override

Use this task to request a faculty member approve a course prerequisite override. It is recommended to request this override before your enrollment window and can be done any time after the semester course schedule has been released.

From the homepage:

Academics

1. Navigate to the **Academics** application.

2. Select **Request Course Section Prerequisite Override** within the **Planning & Registration** section of the dashboard.
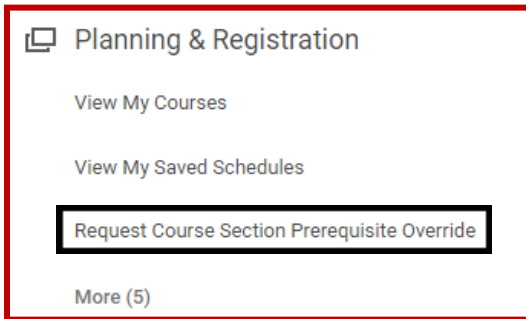
3. Click the prompt to select the **Start Date Within** to choose the semester for which you're requesting a prerequisite override.

4. Click the prompt to select the **Course**.

5. Click the prompt to select the specific **Course Section** you are requesting the override for.
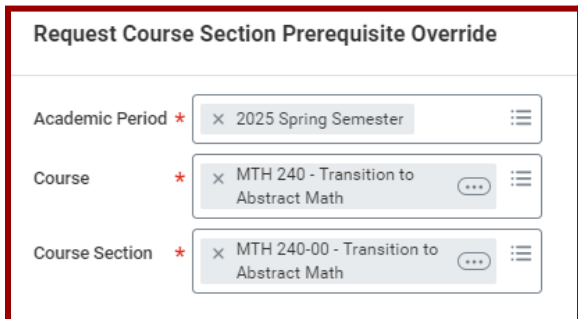
6. Click **OK**.

7. Click **Submit**.

Your request is sent to the applicable instructor for approval. You will receive an email notification once your override is approved or denied.

Waitlisted Courses

If the enrollment capacity for a course section is full, and a waitlist is enabled for the course section, registering for the course section will automatically place you on the waitlist. If a student drops the course section or the course section capacity is increased, creating an open spot, you will receive a Workday Inbox item to enroll or drop the course section.

From the course section:

1. You will see on the course section the total students **enrolled/capacity** as well as **waitlisted/waitlist capacity**. If the course section has reached its enrollment capacity, you will be placed on the waiting list after completing the registration process. Click **Start Registration** to begin this process.

2. Review your **Waitlisted Courses.**

3. You will remain on the waitlist until space becomes available in the course section. If a spot becomes available, you will receive the following Workday Inbox item. You will also be notified via email.

Confirm Waitlist Advancement

There's a seat available in the course! Since you're next on the waitlist, you're now eligible to enroll.

You can select 1 of these options:
Submit: Enrolls you into the course section.
Remove From Waitlist: Removes you from the course section waitlist completely.
Deny: Skips your position on the waitlist. You'll be kept on the waitlist.

This offer for waitlist advancement expires at the time listed below.

⌃

Waitlist Offer Expires   10/15/2024, 11:12 AM EDT

1 item

Course Section	Instructional Format	Meeting Patterns	Instructors
ACT 101-01 - Financial Accounting	Lecture	MW	9:30 AM - 10:45 AM	Ettinger 211	Ermira Mazziotta

(Remove From Waitlist)

Select Course Sections   Drop Registered Courses

⊕ Add Course   Viewing: ▤ ☰

| ACT 101 - Financial Accounting |
| 1 Units |

Course Listing   ACT 101 - Financial Accounting

Description   The course will provide the student with a fundamental understanding of accounting as a means for decision making by integrating preparation of financial information and written reports for a variety of users with case discussions and oral pre-

(**Submit**) (Deny) (Cancel)

4. From this screen select:
     a. **Submit** to indicate you wish to register for the course. You MUST immediately register for the course section.
     b. **Remove From Waitlist** to be taken to the course section to remove yourself from the waitlist.
     c. **Deny** to skip your position on the waitlist. This spot will be offered to the next student on the waitlist; however, you will remain on the waitlist and will be next in line for an opening.

     IMPORTANT: You will have 24 hours from the time the Workday Inbox Item is received to take action. If no action is taken within 24 hours your spot will be offered to the next in line on the waitlist. You will receive a new notification the next time there is an opening in the course section.