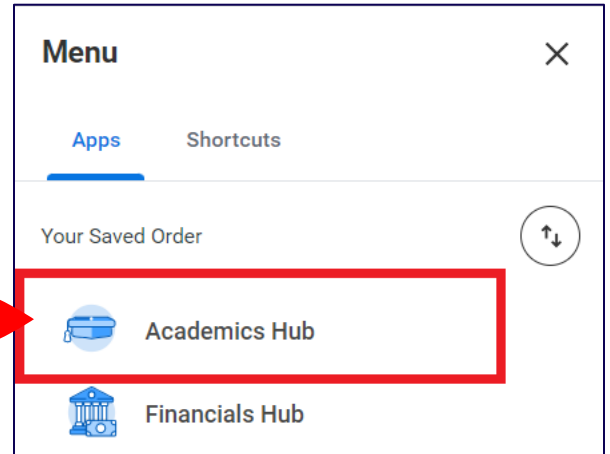


Description: This quick guide provides an overview of the Request Permission to Register task. This process is used when you want to request to register for courses that require department permission prior to enrollment.

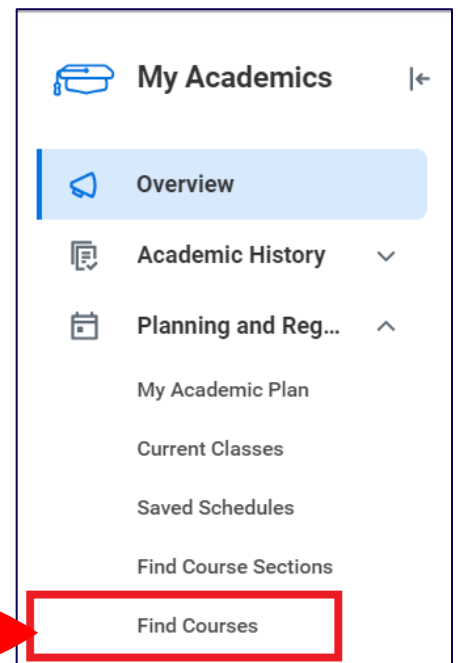
Applies to: Students

ACCESS PERMISSION TO REGISTER

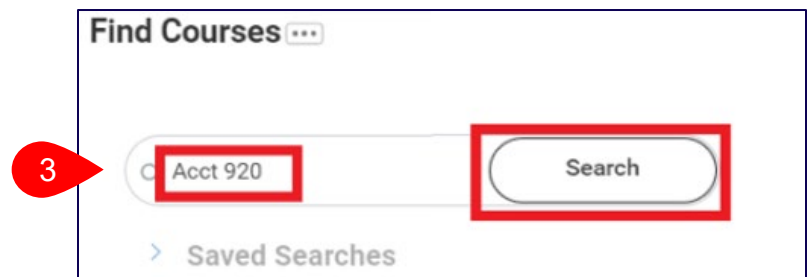
1. From the Global Navigation Menu, select the **Academics Hub** dashboard.



2. Under **Planning and Registration**, click on **Find Courses**.



3. Enter the course in the **Search** bar and select the **Search** button.



4. Click the name of the course you would like to request permission for.

1 Result

4 ACCT 920 - Accounting Graduate Internship


5. At the bottom of the screen, select the **Request Permission to Register** button.

Col Add to Saved Schedule Start Registration 5 Request Permission to Register

6. You will receive a notification in the bell icon of Workday with the disposition of your request. The approver(s) will **Approve** or **Deny** your request.

6 You registration permission request is complete. You may now register for the course during your registration appointment.

Details Registration Permission: ACCT 920 - Accounting Graduate Internship requested by [REDACTED]

 **Important:** You must register after you receive the approval. Approval does not guarantee a seat.