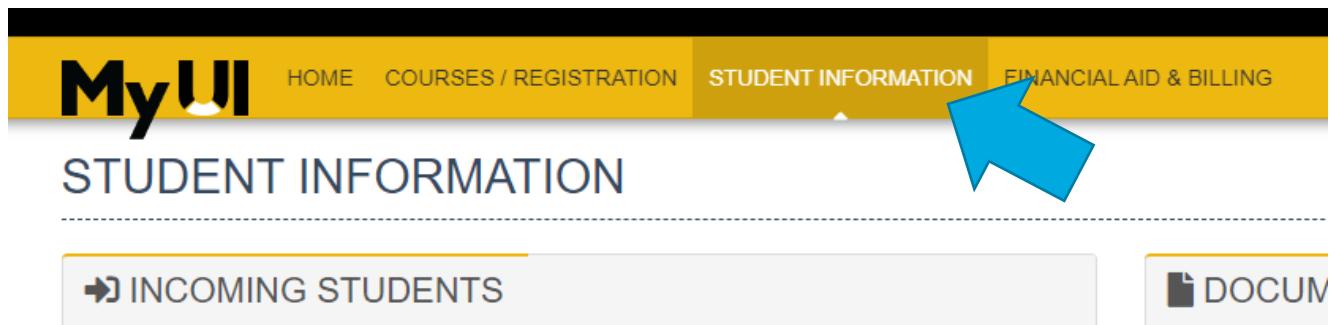


# Tippie Quick Guides

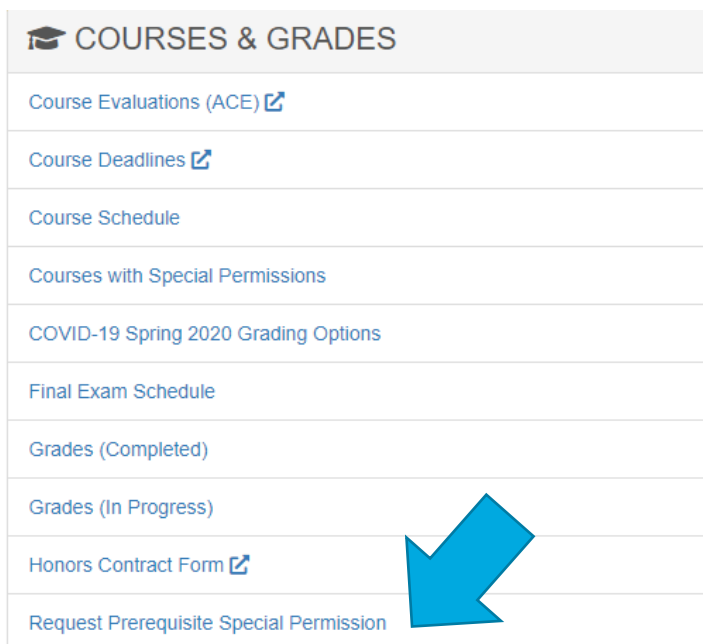
## How to request permission to override prerequisites when registering (prerequisite special permission)

When you register for courses, MyUI will check your record to ensure that you have either completed or are currently completing the prerequisites for that course. If you are taking the prerequisite elsewhere or have another reason for asking to override prerequisites, you must request permission to override the prerequisite restriction to enroll in that course.

1. You can request prerequisite special permission any time after the schedule of courses is published in MyUI for the upcoming semester. Log-in to MyUI. Click on Student Information in the yellow banner.



2. Under Courses & Grades, click on Request Prerequisite Special Permission.



Tippie Quick Guides are general resources and are not intended to replace academic advising. Please discuss planning questions with your academic advisor. Questions? Contact the Undergraduate Program Office at 319-335-1037.

- This will take you to the request form. On this form, include the name of the UI course and your reason for seeking prerequisite special permission.

What UI course do you wish to take?

\* Enrollment Session

Required

\* UI Course Number

e.g. CHEM:1110 / MATH:1850 / JMC:3412

UI Course Title

What is the reason you require special permission?

\* Choose the item below that best matches your reason for requesting permission to enroll in the above course.

I have completed or will soon complete a course at a higher level than the prerequisite.

I have or expect to have a transfer course completed for the required prerequisite.

I have or expect to have credit by exam (such as from an AP or IB exam) that will fulfill the required prerequisite.

My reason is not listed above.

- Your request is sent to the Tippie Undergraduate Program Office to be reviewed by an advisor. The advisor will either apply prerequisite special permission or will send you an email with a question or reason for denial. Responses are usually sent within 1 business day.
- If approved, you will receive **conditional permission** to enroll in the course. You can enroll in the course at your registration date and time, but you will be administratively dropped from the course before the start of the semester if you do not provide evidence of a final grade in the prerequisite course.
- Prior to the start of the next semester, you will receive email reminders from the Registrar's Office to submit your Proof of Completion. That email will include a link to the Proof of Completion form, where you will upload evidence of your final grade in the prerequisite course.
- Proof of Completion forms are reviewed by Tippie advisors. Upon receipt of satisfactory Proof of Completion, the advisor will convert your conditional permission to permanent, which enables you to remain in the course without risk of being administratively dropped.

For more information, please see [Tippie's FAQ page on Prerequisite Special Permission](#).