Instructors Course Registration Approval or Denial

Course Sections may require registration approval for many reasons; one of the most frequent is Instructor Approval. Follow these steps to approve or deny registration approval for a student in an assigned Course Section. Registration approval is also referred to as Eligibility Override.

Students request Instructor Approval from their UR Student Academics page, using Request Course Section Pre-requisite Override. The student should include sufficient information and a reason for requesting your approval to register for the Course Section. The requests appear in your UR Student inbox.

Review Course Registration Approval Request

1. Click Mailbox icon (top right)
2. Scroll down to see what is in your Inbox
3. Click Eligibility Override [course and student request info] to see the complete request
4. Review the details of the student’s request

5. Scrolling down, you can view the student’s comments accompanying their request

6. Select your decision to Approve, Send Back, Deny or Cancel by clicking the appropriate button. To approve the request, click Approve; to Deny the request, click Deny and enter a reason. Click Send Back and enter a comment if you need additional information from the student. Cancel does not cancel the request, it only cancels your actions or comments. If you Deny, you are prompted to enter a comment/reason for the denial.

7. Click Done