

# Instructors Course Registration Approval or Denial

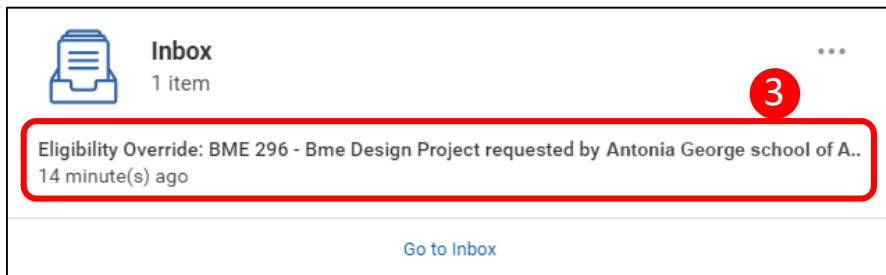
Course Sections may require registration approval for many reasons; one of the most frequent is Instructor Approval. Follow these steps to approve or deny registration approval for a student in an assigned Course Section. Registration approval is also referred to as Eligibility Override.

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.

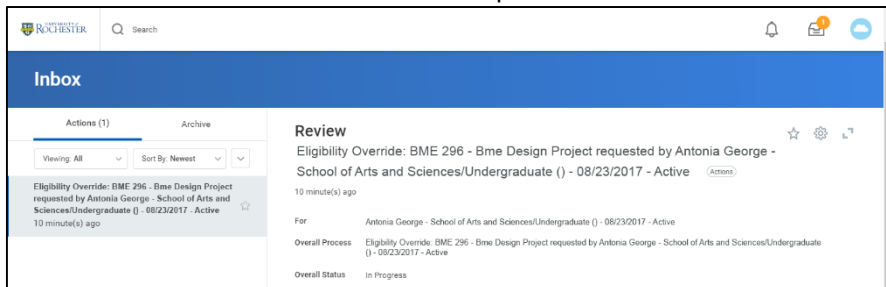
## Review Course Registration Approval Request

From your UR Student Home page

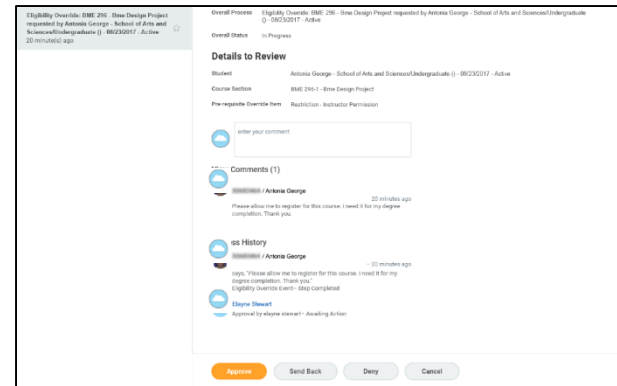
1. Click Mailbox icon (top right)
2. Scroll down to see what is in your Inbox
3. Click **Eligibility Override** [course and student request info] to see the complete request



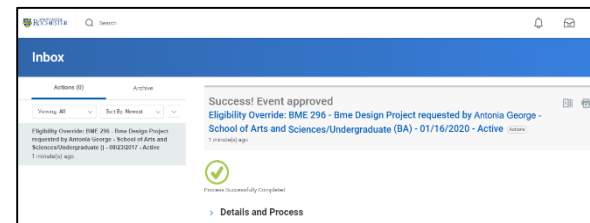
4. Review the details of the student's request



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**

