

## Enrollment Requirement Form Instructions

1. Enter the *Effective Term* of enrollment for which the requisite should take effect.
- 2 - 3. Enter the *Subject* and *Catalog Number* of the course for which the requisites will be applied.
4. Enter the specific *Class Number* or *Section* of the course for which the requisite will be applied. **Note: This field is only to be used when specific sections of a course have a requisite, while other sections of the same course do not.**
5. If a condition of *Academic Level* is to be applied to the requisite, define the rule in the space provided.
6. If a condition of *Cumulative GPA* is to be applied to the requisite, define the rule in the space provided.
- 7 - 8. If a condition of *Academic Program, Plan or Sub-plan*, define the rule in the space provided. Please include the Program, Plan, or Sub-plan code [i.e. UA-S, ECON-BS, MUSIC-MN, BBSM-SP (Marketing Sub-plan)].
9. If you need to place a requisite on a class that currently is set with Department Consent or Instructor Consent, indicate to remove the consent.
10. Indicate whether the Registrar's Office is to *Add, Change, or Inactivate* the pre-requisite that you will list. If this form is being sent to *Change* a requisite, you do not need to list the current/existing rule; simply write the *new* requisite rule in the space provided in section #11.
11. Define the pre-requisite rule in the space provided.
12. Enter any special instructions, such as the *Minimum Grade* students must earn in a pre-requisite course. Any other unique or special rules about the way in which students must complete the requisite coursework should be listed in the space provided.
13. Indicate whether the Registrar's Office is to *Add, Change, or Inactivate* the co-requisite that you will list. If this form is being sent to *Change* a requisite, you do not need to list the current/existing rule; simply write the *new* requisite rule in the space provided in section #14.
14. Define the co-requisite rule in the space provided. The same method of defining the pre-requisites should be used to define co-requisites, except the rule should be written in this section.
15. Enter any special instructions, such as the *Minimum Grade* students must earn in a co-requisite course. Any other unique or special rules about the way in which students must complete the requisite coursework should be listed in the space provided.
  - **Don't forget to enter the name of the Academic Unit Representative/Preparer, email address, university phone extension, fax number, and date.**
  - **Please submit the form to the Office of the University Registrar.**
  - **Incomplete or incorrect forms will be returned for correction.**