Understanding Enrollment Requisites

Enrollment requisites are essentially *requirements* that can be assigned to courses, which students must meet in order to enroll. These requisites can be defined in two ways: As *conditions* that students must meet at the time of enrollment or as *courses* that students must have completed (or be enrolled in) at the time of enrollment.

Conditions

One of the most basic types of requisites that can be assigned to a course is a *condition* that a student must meet at the time of enrollment, in order to be allowed into the course. It is possible to have more than one condition assigned to a course. The following describes the conditions that can be requested to be added to the courses from your academic area:

Academic Level: Indicate any restrictions on enrollment in courses, based on the *Academic Level* (i.e. freshman, senior) of the student. The system uses the *Projected* Academic Level of the student at the start of the term in its analysis of whether the student meets the condition. The Projected Academic Level is determined based on the student's cumulative credits within their academic career, including all *in-progress* units from previous terms. (More information regarding *In-Progress* coursework on page 2.)
- Example 1: Only students whose academic level is *equal to* 'Senior' can enroll in the course.
- Example 2: Only students whose academic level is *greater than* 'Freshman' can enroll in the course.

Academic Program: Indicate a specific academic program in which the student must be active in order to be allowed into a course.
- Example: Only undergraduate 'Arts & Sciences' (UA-S) students can enroll in the course.

Academic Plan: Indicate a specific academic plan in which the student must be active in order to be allowed into a course. Academic plans include majors, minors, and certificates. (Note: If you indicate that a student must be in a specific plan, you do not need to include a program condition.)
- Example: Only 'Biological Sciences' (BIOSC-BS) majors can enroll in the course.

Academic Sub-Plan: Indicate a specific academic sub-plan in which the student must be active in order to be allowed into a course. (Note: If you indicate that a student must be in a specific sub-plan, you do not need to include a program or a plan condition.)
- Example: Only students pursuing a Rehabilitation Science 'Athletic Training' (BSAT-SP) sub-plan can enroll in the course.

Cumulative Grade Point Average: Indicate any restrictions on course enrollment based on the student's cumulative grade point average. Please indicate GPA values in increments no smaller than 0.25 (i.e. 2.00, 2.25, 2.5, 2.75 etc…)
- Example: The student's *overall GPA* must be *greater than* '2.0' in order to enroll in the course.

Pre-Requisite and Co-Requisite Courses

There are two different types of course requisites:

Pre-Requisite: A pre-requisite is something that a student must complete (or be enrolled in for a previous term) before the start date of the desired class. By default, the system will include any 'In-Progress' courses from a previous term as meeting the requisite. (More information regarding *In-Progress* coursework on page 2.)

Co-Requisite: A co-requisite is something that a student can complete prior to, or at the same time as, the desired class. This means that if one course is a co-requisite to another, students can enroll in both courses, simultaneously, within the same term – or could have already completed the course in a previous term, to meet the requisite.

The most common types of enrollment requisites will be specific courses (or groups of courses) that students must have completed (or be enrolled in) to enroll in another course. The use of the logical connectors 'AND' and 'OR' can be used between multiple courses to create more complicated types of requisites.

- Example 1: Complete MATH 0010 in order to enroll in MATH 0031.
- Example 2: Complete both MATH 0010 AND MATH 0020 (in order to enroll in MATH 0031).
- Example 3: Complete either MATH 0010 OR MATH 0020 (in order to enroll in MATH 0031).

You can also specify a range of courses as an enrollment requisite, based upon subject area and catalog number. For example, wild card course of *English 1###,* where the range starts at any four-digit English course beginning with 1.

- Example 1: Complete any 1000-level English course in order to enroll in ENGLIT 1350.

OPTIONAL REQUISITE PARAMETER

Minimum Grade in Course: Indicate the minimum grade that students must earn in a course for it to be used to satisfy the requisite. (Note: Transfer/Test/Other credit is considered a 'C grade.') **It is important to understand that the system includes a student's in-progress work as counting toward the minimum. Only when the student *receives a grade below this minimum value* will they *not* meet the requisite. (**See section below on *In-Progress Credit*.) Also indicate whether the minimum grade value applies to specific courses in the list of requisites, or all courses that make up the requisite.

- Example 1: Complete MATH 0010 with a minimum grade of 'C' or higher (in order to enroll in MATH 0031).
- Example 2: Complete MATH 0010 and MATH 0020 with a minimum grade of 'C' in each course (in order to enroll in MATH 0031).

IMPORTANT INFORMATION REGARDING REQUISITES

In-Progress Credit: The system will include in analysis and count any non-graded courses, as well as any graded courses that are considered 'in-progress' (i.e. G and I grades). A course is considered in-progress as soon as you enroll. If your academic area wants to exclude in-progress coursework as meeting requisites, please indicate in the *Special Instructions* box on the form. **It is important to understand that if you decide to *exclude* in-progress coursework, students will not meet the requisite until an official grade is posted.**

Transfer, Test, and Other Credit: The system defaults to allow *Transfer, Test*, and *Other Credit* to meet requisites (where applicable). If transfer, test, and/or other credit should not be used to meet requisites, please indicate in the *Special Instructions* box on the form.

Department/Instructor Consent vs. Requisites: The Office of the University Registrar places consent on the course catalog for thesis/dissertation, directed study, and independent study courses. The distinction between *department consent* and *requisites* is that a requisite prevents individuals who have not met the minimum requirements from entering the class; consent requires that *all students* receive "permission" from the department to enter into the course. Requisites should not be placed on courses that already require department/instructor consent, since the 'permission' will override the requisite.

Requisites are for Graded Components Only: Requisites cannot be placed on non-graded labs and recitations.

The 95% "Rule": In self-enrollment, students will need a permission number to get into a class in which they do not meet the requisite.   Use discretion when defining requisites in your area; a general guideline has been established that requisites should only be placed on courses when 95% of your students who enter the classes can do so without requiring a permission number.

Enrollment Requirement Form

- http://www.registrar.pitt.edu
- Under the *Faculty and Staff only* section on the left hand side of the page, select *Course Scheduling.*
- Select *Forms* and then click the *Pre-requisite/Co-requisite* link.
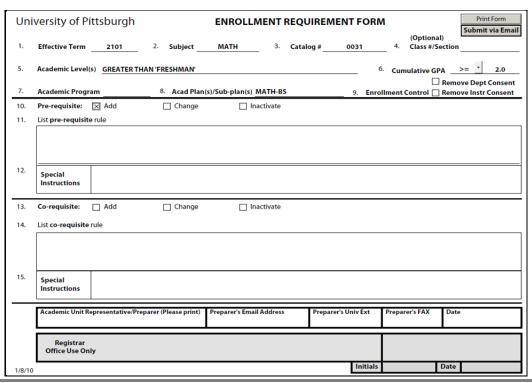
HOW TO COMPLETE THE ENROLLMENT REQUIREMENT FORM

Course Information

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.

Defining Condition Data- Steps 4-9 (OPTIONAL)

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* needs to be applied to the requisite, define the rule in the space provided (see example on page 1).

6. If a condition of *Cumulative GPA* needs to be applied to the requisite, define the rule in the space provided (see example on page 1).

7-8. If a condition of *Academic Program, Plan or Sub-plan* needs to be applied, 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. Check either the *Remove Department Consent* or *Remove Instructor Consent* box if a requisite is being placed on a course that <u>already</u> has consent, but should now be removed and replaced by the use of requisites.

In this example of how to fill out sections 1-9, the department is requesting that the student must: Have an Academic Level Greater than Freshman, have a cumulative GPA of at least 2.0, and be pursuing a BS in Math.

Defining the rules for Pre-requisite Courses

10. Indicate whether the Registrar's Office needs 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.

Example 1: Complete both MATH 0010 and MATH 0020, or complete MATH 0031. The student must either complete two courses (using the MATH 0010 and MATH 0020 sequence), or complete one course (MATH 0031). This rule should be written on the form as follows: (MATH 0010 and MATH 0020) or MATH 0031.

University of Pittsburgh	ENROLLMENT REQUIREMENT FORM	Print Form

Submit via Email

(Optional)

1. Effective Term ___2101___   2. Subject ___MATH___   3. Catalog # ___0200___   4. Class #/Section _____

5. Academic Level(s) _____   6. Cumulative GPA >= ▾____

☐ Remove Dept Consent

7. Academic Program _____   8. Acad Plan(s)/Sub-plan(s) _____   9. Enrollment Control ☐ Remove Instr Consent

10. Pre-requisite: ☒ Add   ☐ Change   ☐ Inactivate

11. List **pre-requisite** rule

(MATH 0010 and MATH 0020) or MATH 0031

12. Special Instructions

Example 2: In this example, the courses are the same as the example above, but the 'AND/OR' connectors have been reversed. Now, the rule states that the student must complete two courses to meet the requisite; complete either MATH 0010 or MATH 0020, and complete MATH 0031. There is also a *Special Instruction* for this requisite (see step 12 below).

University of Pittsburgh	ENROLLMENT REQUIREMENT FORM	Print Form

Submit via Email

(Optional)

1. Effective Term ___2101___   2. Subject ___MATH___   3. Catalog # ___0200___   4. Class #/Section _____

5. Academic Level(s) _____   6. Cumulative GPA >= ▾____

☐ Remove Dept Consent

7. Academic Program _____   8. Acad Plan(s)/Sub-plan(s) _____   9. Enrollment Control ☐ Remove Instr Consent

10. Pre-requisite: ☒ Add   ☐ Change   ☐ Inactivate

11. List **pre-requisite** rule

(MATH 0010 or MATH 0020) and MATH 0031

12. Special Instructions — Complete each course with a minimum grade of C.

12. Enter any special instructions, such as the *Minimum Grade* students must earn in a pre-requisite course (see the definition of the Minimum Grade parameter on page 2). Any other unique or special rules for completing the requisite coursework should be listed in the space provided (see Example 2 on page 4 for how to define this rule on the form).

Defining the rules for Co-requisite Courses

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 under section #14.

15. Enter any special instructions, such as the *Minimum Grade* students must earn in a co-requisite course (see the definition of the Minimum Grade parameter on page 2). Any other unique or special rules for completing the requisite coursework should be listed in the space provided.

What to Avoid When Defining the Requisite Rules

Example 1: Suppose we are defining the pre-requisite to GERMAN 0004; students must complete GERMAN 0003 before enrolling in GERMAN 0004. If GERMAN 0003 already has a pre-requisite of GERMAN 0002, there is no need to indicate that both GERMAN 0002 and GERMAN 0003 are pre-requisites to GERMAN 0004.

University of Pittsburgh — ENROLLMENT REQUIREMENT FORM

Print Form | Submit via Email

1. Effective Term ___2101___ 2. Subject ___GER___ 3. Catalog # ___0004___ 4. Class #/Section ___

5. Academic Level(s) ___ 6. Cumulative GPA >= ___

☐ Remove Dept Consent

7. Academic Program ___ 8. Acad Plan(s)/Sub-plan(s) ___ 9. Enrollment Control ☐ Remove Instr Consent

10. Pre-requisite: ☒ Add ☐ Change ☐ Inactivate

11. List pre-requisite rule

GER 0002 and GER 0003

12. Special Instructions

Example 2: Avoid listing a course as both a pre-requisite AND a co-requisite. Remember that while a co-requisite can be taken *at the same time as* the course that it is associated with, it could also have been completed in a *previous term* and still meet the requisite.

University of Pittsburgh — **ENROLLMENT REQUIREMENT FORM**

Print Form | Submit via Email

1. Effective Term __2101__ 2. Subject __ENGR__ 3. Catalog # __0081__ 4. Class #/Section ____ *(Optional)*

5. Academic Level(s) _____ 6. Cumulative GPA __>=__ ▾

☐ Remove Dept Consent

7. Academic Program _____ 8. Acad Plan(s)/Sub-plan(s) _____ 9. Enrollment Control ☐ Remove Instr Consent

10. Pre-requisite: ☒ Add   ☐ Change   ☐ Inactivate

11. List pre-requisite rule

ENGR 0011

12. Special Instructions

13. Co-requisite: ☒ Add   ☐ Change   ☐ Inactivate

14. List co-requisite rule

ENGR 0011

15. Special Instructions

REGIONAL EQUIVALENCIES

You may include regional campus course equivalencies in the listing of courses that can be used as requisites. Keep in mind that you only need to list the regional campus course if it has a *different* SUBJECT/CATALOG NUMBER than the Pittsburgh campus course.

Example 1: Here, in addition to listing BIOSC 0150, 0715, AND 0190 (the Pittsburgh campus equivalent of "BIOLOGY 1," they also include the regional equivalency by listing BIOSC 0170, BIOL 0101, and BIOL 0110.

University of Pittsburgh — **ENROLLMENT REQUIREMENT FORM**

Print Form | Submit via Email

1. Effective Term __2101__ 2. Subject __BIOSC__ 3. Catalog # __0160__ 4. Class #/Section ____ *(Optional)*

5. Academic Level(s) _____ 6. Cumulative GPA __>=__ ▾

☐ Remove Dept Consent

7. Academic Program _____ 8. Acad Plan(s)/Sub-plan(s) _____ 9. Enrollment Control ☐ Remove Instr Consent

10. Pre-requisite: ☒ Add   ☐ Change   ☐ Inactivate

11. List pre-requisite rule

BIOSC 0150 or BIOSC 0715 or BIOSC 0190 or BIOSC 0170 or BIOL 0101 or BIOL 0110

12. Special Instructions

Example 2: This is a more complicated example of how to list both Pittsburgh campus courses, as well as regional campus equivalencies. This example also demonstrates another use for the *Special Instructions* section of the form.

Here, students must complete CS 0441 and CS 0445 as pre-requisites, but also CS 0447 as a co-requisite. However, if the student chooses to complete the CS 0406 and CS 0455 (the regional course sequence) then they can only complete CS 0456 as the co-requisite.

University of Pittsburgh   **ENROLLMENT REQUIREMENT FORM**   Print Form | Submit via Email

(Optional)

1. **Effective Term** ___2101___   2. **Subject** ___CS___   3. **Catalog #** ___0449___   4. **Class #/Section** _____

5. **Academic Level(s)** _____   6. **Cumulative GPA** ___>=___ ▾

☐ **Remove Dept Consent**

7. **Academic Program** _____   8. **Acad Plan(s)/Sub-plan(s)** _____   9. **Enrollment Control** ☐ **Remove Instr Consent**

10. **Pre-requisite:** ☒ Add   ☐ Change   ☐ Inactivate

11. List **pre-requisite** rule

(CS 0441 or CS 0445) or (CS 0406 and CS 0455)

12. **Special Instructions**   If students complete the CS 0441 and CS 0445 sequence, they can only take CS 0447 as a co-requisite.

If students complete the CS 0406 and CS 0455 sequence, they can only take CS 0456 as a co-requisite.

13. **Co-requisite:** ☒ Add   ☐ Change   ☐ Inactivate

14. List **co-requisite** rule

CS 0447 or CS 0456

15. **Special Instructions**

- **Don't forget to enter the name of the Academic Unit Representative/Preparer, email address, university phone extension, fax number, and date at the bottom of the form.**

Academic Unit Representative/Preparer (Please print)	Preparer's Email Address	Preparer's Univ Ext	Preparer's FAX	Date

- **Please submit the form to the Office of the University Registrar, by either sending the form to G-2 Thackeray Hall or submitting the form via email (by selecting the button in the top, right hand corner of the electronic form).**   Print Form | Submit via Email

- **Incomplete or incorrect forms will be returned for further clarification.**

Viewing Requisites in PeopleSoft

After the requisite has been placed on the course by the Registrar's Office, you may view the requisite in PeopleSoft in one of the following ways:

1. Class Search
   Navigation: Curriculum Management > Schedule of Classes > Class Search

2. Course Catalog Search
   Navigation: Curriculum Management > Course Catalog > Course Catalog Search

3. Course Catalog
   Navigation: Curriculum Management > Course Catalog > Course Catalog > (Offerings Tab)

4. Adjust Class Associations
   Navigation: Curriculum Management > Schedule of Classes > Adjust Class Associations > (Class Requisites Tab)

Note: When you view requisites using *Class Search* or *Course Catalog Search,* you will only be able to see the requisite dated as of the current day or prior. When you use *Adjust Class Associations* or *Course Catalog*, you can view all effective dated (or term specific) versions of the requisites.

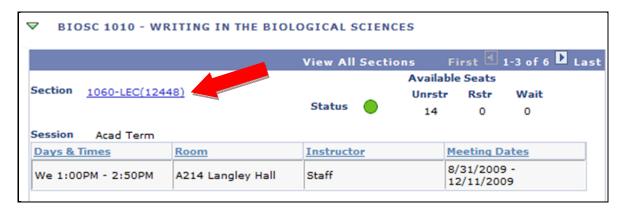## How Requisites Will Appear in PeopleSoft

Requisites will appear in PeopleSoft as *Enrollment Requirements*; you will find a description of the rule accompanied by one (or more) of the following abbreviations:

- **PREQ** – Pre-Requisite
- **CREQ** – Co-Requisite
- **PROG** – Academic Program Condition
- **PLAN** – Academic Plan Condition

- **SBPLAN** – Academic Sub-Plan Condition
- **CUM GPA** – Cumulative GPA Condition
- **LVL** – Academic Level Condition
- **MIN GRADE** – Minimum Grade Parameter

Example 1: Class Search
After a Class Search is performed, you will find a listing of all classes that meet the search criteria for a given term. You will see a blue hyperlink that includes the Class Section and Class Number. This link will take you to the *Class Details* page, where you will find the detailed requisite *rule* associated with this class.
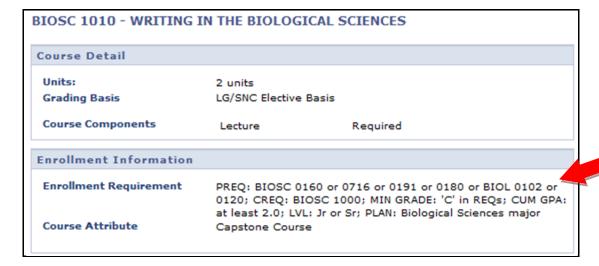
On the *Class Details* page, find the *Enrollment Information* section; the requisite description is listed beside *Enrollment Requirements.*
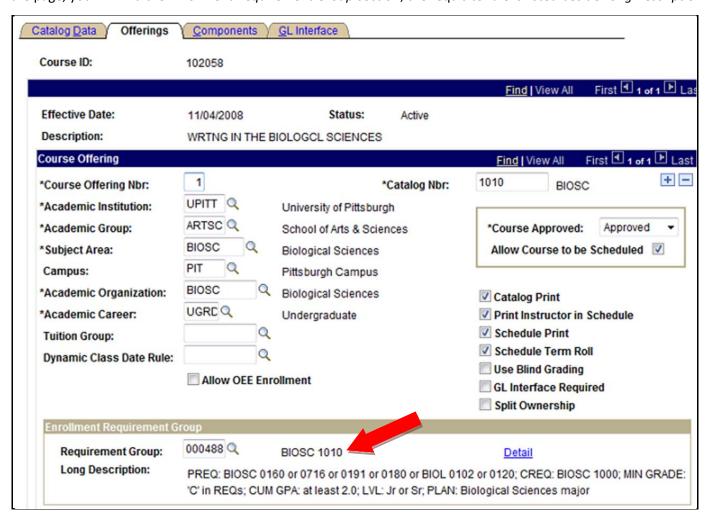

Example 2: Course Catalog Search
After a Course Catalog Search is performed, you will see the following page displayed. Under the *Enrollment Information* section; the requisite description is listed beside *Enrollment Requirement.*

Example 3: Course Catalog

When you navigate to the Course Catalog page, select the 2nd tab at the top of the page called *Offerings*. At the bottom of the page, you will find the *Enrollment Requirement Group* section; the requisite rule is listed beside *Long Description*.

Example 4: Class Associations Page

When you navigate to the *Class Associations* page, select the 3rd tab at the top of the page called *Class Requisites*. Under the *Catalog Requisite* section, the requisite rule is listed beside *Long Description*.