HOW TO COMPLETE THE ENROLLMENT REQUIREMENT FORM

1. Enter the *Effective Term* of enrollment for which the requisite should take effect.
2. Enter the *Subject* and *Catalog Number* of the course for which the requisites will be applied.

Defining Condition Data-(OPTIONAL)

3. 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.**
4. If a condition of *Academic Level* needs to be applied to the requisite, define the rule in the space provided (ex. Greater than 'freshman' or equal to 'freshman')
5. If a condition of *Cumulative GPA* needs to be applied to the requisite, define the rule in the space provided
6. 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
7. Check the *Remove Department Consent* box if a requisite is being placed on a course that already has consent, but should now be removed and replaced by the use of requisites.
8. If students must be assigned to a student group, this should be specified on the *Student Group* line.

Defining the rules for Pre-requisite Courses

9. Indicate whether the Registrar's Office needs to *Add, Change,* or *Inactivate* the pre-requisite that you will list.
10. 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.
11. Enter any special instructions, such as the *Minimum Grade* students must earn in a pre-requisite course. Any other unique or special rules for completing the requisite coursework should be listed in the space provided

Defining the rules for Co-requisite Courses

12. 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.
13. Define the co-requisite rule in the space provided. The same method of defining the pre-requisites should be used to define co-requisites.
14. Enter any special instructions, such as the *Minimum Grade* students must earn in a co-requisite course. Any other unique or special rules for completing the requisite coursework should be listed in the space provided.

Additional Items to Note:

- Academic School official must also verify that the SMART Catalog descriptions as well as the PS Catalog descriptions also reflect the pre-requisite or co-requisite change that is being made prior to form being submitted.
- Forms must be submitted to the Registrar's office
- Incomplete or incorrect forms will be returned for further clarification

Effective Term: _____   Subject: _____   Catalog #: _____   Class #/Section(optional): _____

CONDITIONS TO BE APPLIED

Academic Level(s): _____   Cumulative GPA: _____

Academic Program: _____   Acad Plan(s)/Sub-plan(s): _____   Enrollment Control: Remove Dept Consent

Student Group: _____

PRE-REQUISITE SETUP

Add   Change   Inactivate

List Pre-Requisite Rule:

_____

CO-REQUISITE SETUP

Add   Change   Inactivate

List co-requisite Rule:

_____

ACADEMIC SCHOOL INFORMATION

I verify that the SMART catalog description and the PS Course Description have been updated and correctly reflect the pre-requisite/co-requisite that is currently being submitted.

_____   _____   _____   _____

Name of Academic School Representative (Please Print)   Signature   Email Address/Extension   Date

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For Registrar Use Only:
Enrollment Requirement Group #: _____   Catalog/Class Schedule Updated

Updated by: _____   Date: _____   July 2021