Curriculum Management Training:

Requisites

In Peoplesoft Campus Solutions (CU-SIS)
What is a Requisite?

Requisite = a system-enforced enrollment requirement that can include one or more of the following:

**Prerequisites**
- Specific course(s) completed or “in progress” at the time of registration (e.g. ENGL 1020 or ENGL 1020 with C- or higher)

**Corequisites**
- Specific course to be taken at the same time (e.g. CSCI 1410 taken same time as CSCI 1411)

**Restrictions**
- Registration restricted to a specific population (e.g. Restricted to MUSC majors or junior standing, etc.)
Due Date

- Requisite changes are due 2 weeks prior to the first day of registration (when enrollment shopping carts open)

If a change is really necessary after the deadline has passed, reference the following chart.
<table>
<thead>
<tr>
<th>Before Shopping Cart Opens</th>
<th>Permitted</th>
<th>Not Permitted</th>
<th>Requires Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove a requisite</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add a requisite</td>
<td>X</td>
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<tr>
<td>Reduce the strictness of a requisite</td>
<td>X</td>
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<tr>
<td>Replace with a new requisite</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fix a misaligned requisite/course description</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No Enrollment</th>
<th>Permitted</th>
<th>Not Permitted</th>
<th>Requires Review</th>
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<tbody>
<tr>
<td>Remove a requisite</td>
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<td></td>
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<tr>
<th>Students are Enrolled</th>
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<th>Not Permitted</th>
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<td></td>
</tr>
</tbody>
</table>
How to request a change

Catalog/Course Inventory level:
- Course Proposal Form
- or Catalog-level Requisite Form

Section level:
- Class Section Form
Where can I view requisites?

1. Adjust Class Associations (class section + catalog)

2. Course Catalog/Course Inventory in CU-SIS (catalog level only)
   * Pay attention to effective dates

3. Class Search (what students see when enrolling)
Real Scenario #1: Catalog-level

- After a course proposal form or catalog-requisite form has been processed, a course coordinator must make sure the requisite has been set up correctly.
Real Scenario #1: Catalog-level

Navigate to:
Main Menu > Curriculum Management > Course Catalog > Course Catalog

1. Include History
2. View the correct row by looking at the effective date
3. Look for the requisite text in the course description
4. Look for the requirement group number on the offerings tab
5. Click on it and make sure it has been set up correctly
Real Scenario #2: Section-level

- After a Class Section Form has been processed to update a section-level requisite, a course coordinator must make sure the requisite has been set up correctly.
Real Scenario #2: Section-level

Navigate to:
Main Menu>Curriculum Management> Schedule of Classes> Adjust Class Associations

1. Find the correct section on the Class Components tab
2. Then click on the Class Requisites tab
Section-level: Adjust Class Associations

- **Course ID:** 203769
- **Academic Institution:** CU Denver
- **Term:** Fall 2016 UC Denver
- **Subject Area:** WGST
- **Catalog Nbr:** 1111
- **Session:** DMR
- **Course Offering Nbr:** 1
- **UGRD:** Women's Studies
- **Freshman Seminar:** Regular Semester (Den)

**Catalog Requisite**
- **Requirement Group:** 012524
- **Detail:** D-ALL Rest; Freshman Level
- **Long Description:** Restriction: Restricted to Freshman level students

**Class Association Requisites**
- **Associated Class:** 1
- **Requirement Group:** 012321
- **Detail:** D-CL Pre for WGST 1111-001
- **Long Description:** Coreq: SOCY 1001 005

- **Also Use Catalog Requisite**

- **If this box is checked, then both the catalog-level AND section-level are being system enforced.**

- **This is the section-level requisite**

**Buttons:**
- Save
- Return to Search
- Notify
Class Search

Search for Classes

Class Detail

ACCT 2200 - 001  Financial Accounting and Financial Statement Analysis
CU Denver | Fall 2015 | Lecture

Class Details

Status: Open
Class Number: 23550
Section: Regular Semester (Den)
Units: 3 units
Class Components: Lecture Required

Course ID: 123464
Offer Nbr: 1
Career: Undergraduate
Dates: 8/17/2015 - 12/12/2015
Grading: Letter Grade
Location: Denver Campus
Campus: Denver Campus

Meeting Information

Days & Times: MoWe 9:30AM - 10:45AM
Room: Business School Building 2100
Instructor: Ryan Coe
Meeting Dates: 08/17/2015 - 12/12/2015

Enrollment Information

Enrollment Requirements:
Prereq: MATH 1070 OR MATH 1110 with a grade of C- or higher. Restriction: Restricted to undergraduate students at a sophomore standing or higher.

The financial accounting process, the role of the profession and the analysis of financial statements. Principal focus on interpretation of financial statements, with emphasis on asset and liability valuation problems and the determination of net income. Prereq: MATH 1070 OR MATH 1110 with a grade of C- or higher. Restriction: Restricted to undergraduate students at a sophomore standing or higher. Credit: 3 Credits.
The design and analysis of accounting information systems, with special emphasis on computers and computer programming, and the role of accounting in the role of accounting in the management process. Prereq: Completion of ACCT 2220 and ISMG 2050 with a grade of "C" or better (strictly enforced). Cross-listed with ACCT 4054 (previously ACCT 3054) Max hours: 3 Credits.
Basic Structure

Enrollment Requirement Groups
- Basic Level
- This is the requisite number applied to a course or a section, which might have other functional elements within it.

Enrollment Requirements
- Mid-level
- Where more complex requisite requirements are built, and are later “plugged into” the Enrollment Requirement Group

Enrollment Course List
- Where multiple required courses can be built as a list. These are “plugged into” an Enrollment Requirement, and then “plugged into” an Enrollment Requirement Group.

Academic Advisement > Academic Requirements > Define Requirement Groups
- Deepest level
- Where non-level based credit hour requisites and CGPA across subject code requisites are built, which are then “plugged into” the Enrollment Requirement Group.
Enrollment Requirement Groups

Navigate to:
Main Menu > Curriculum Management > Enrollment Requirements > Enrollment Requirement Groups
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<table>
<thead>
<tr>
<th>Standard Grades</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
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<td>D</td>
<td>1</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
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</table>
Testing

New functionality is tested before put into the live production environment in CU-SIS

1. Build the requisite in test environment
2. Test enrollment
   - Find a student who fits criteria
   - Find a student who doesn’t fit criteria
3. Build in live system

Curriculum Coordinators must advise if students have any issues.
Reports

The Curriculum Manager can provide the following information:

1. Active Courses in Course Inventory with requisites
2. Active scheduled classes with requisites
3. Active courses with a specific requirement group

At this time, we cannot produce a report showing all the functionality behind all of the requisites.
Common causes of requisite errors:

- **Transfer credit:**
  - Minimum grade required and grade of "T" (instead of "T" followed by a letter grade, ex: TA)
  - Transfer course is generic 999
  - Transfer credit is “submitted” at CU Denver, instead of “posted”.
  - Transfer credit not on record
Common causes of requisite errors:

- **Program/plan code:**
  - Student's program/plan stack codes do not match what the requisite is enforcing (requisite may not be set up correctly, or student just isn't meeting the requirement)

- **Effective dates:**
  - Date on requisite and/or Program/Plan stack don't match up

**To troubleshoot:**
Need student ID number, class number/subject code, and term.
Functional Limitations

1. UCCS and CUBLD courses – cumulative credit hours
2. Minimum grade for each completed class across subject code (generic class list)
3. Using test scores as a requisite, until CU Denver decides how to implement
4. Student maps (versus course preparedness)
5. Allow everyone to register except….
6. Population restrictions based on general statements (in other words, we require exact program / plan / subplan codes)
7. No comprehensive reporting
PERC
Post Enrollment Requisite Checking

- Training Guide in development.
- One on one training is available.
- New functionality being piloted… more to come on this.
PERC
Post Enrollment Requisite Checking

Navigate to:
Main Menu > Curriculum Management > Enrollment Requirements > Post Enroll Req Checking > Enrollment Requirement Roster

Use PERC to see if students are satisfying enrollment requirements.

After enrolling, students may have:
- Dropped the prerequisite or corequisite, and therefore do not meet the requisite requirements any longer.
- Failed the prerequisite
PERC
Post Enrollment Requisite Checking

- Training Guide in development.
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IMPORTANT – DANGER ZONE
- Nothing should be processed in the PERC component.
- Enrollment functionality exists, so access to PERC is limited to those who have received training.
Questions?