



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.

Before Shopping Cart Opens

	Permitted	Not Permitted	Requires Review
Remove a requisite	X		
Add a requisite	X		
Reduce the strictness of a requisite	X		
Replace with a new requisite	X		
Fix a misaligned requisite/course description	X		

No Enrollment

	Permitted	Not Permitted	Requires Review
Remove a requisite	X		
Add a requisite			X
Reduce the strictness of a requisite	X		
Replace with a new requisite			X
Fix a misaligned requisite/course description			X

Students are Enrolled

	Permitted	Not Permitted	Requires Review
Remove a requisite	X		
Add a requisite		X	
Reduce the strictness of a requisite	X		
Replace with a new requisite		X	
Fix a misaligned requisite/course description			X

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

Course Catalog

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Course Catalog ▾ > Course Catalog

 Menu ▾ Search >> Advanced Search  Last Search Results

Catalog Data Offerings Components GL Interface


Course ID: 203769 Find | View All First 1 of 3 Last


Effective Date: 01/01/2017 Status: Active

Description: First Year Seminar

Course Offering Find | View All First 1 of 1 Last

*Course Offering Nbr: *Catalog Nbr: 1111 WGST

*Academic Institution: CUDEN  CU Denver

*Academic Group: CLAS  College of Liberal Arts & Sci

*Course Approved: Approved ▾

Allow Course to be Scheduled:

Enrollment Requisite Summary

Find | View All First 1 of 1 Last

012524

D-ALL Rest: Freshman Level

Effective Date: 08/01/2015

Active

Always Report

Academic Requirements

Group Line Type: Condition CU Denver

Condition Code: Academic Level

Condition Operator: Equal

Condition Data: Freshman

Taxonomy

CIP Code: 05.0207  Women's Studies

HEGIS Code: 

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



Class Associations | **Class Components** | **Class Requisites**

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

Catalog Requisite

Requirement Group: 012524 [Detail](#) D-ALL Rest: Freshman Level
Long Description:

Class Association Requisites Find | View All First

Associated Class: 1 **Also Use Catalog Requisite**
Requirement Group: [Detail](#) D-CL Pre for WGST 1111-001
Long Description:

Class Associations | Class Components | Class Requisites

This is the catalog-level requisite

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

This is the section-level requisite

Class Search

Search for Classes

Class Detail

ACCT 2200 - 001 Financial Accounting and Financial Statement Analysis

CU Denver | Fall 2015 | Lecture

VIEW SEARCH RESULTS

Class Details

Status	● Open	Course ID	123464
Class Number	29596	Offer Nbr	1
Session	Regular Semester (Den)	Career	Undergraduate
Units	3 units	Dates	8/17/2015 - 12/12/2015
Class Components	Lecture Required	Grading	Letter Grade
		Location	Denver Campus
		Campus	Denver Campus

Only appears if there is a system enforced requisite

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWe 9:30AM - 10:45AM	Business School Building 2100	Ryan Coe	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.

Class Availability

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. Credits: 3 Credits.

VIEW SEARCH RESULTS

Search for Classes

Class Detail

ACCT 6054 - 001 Accounting Systems and Data Processing

CU Denver | Fall 2014 | Lecture

[VIEW SEARCH RESULTS](#)

Class Details

Status	● Open	Course ID	200965
Class Number	30563	Offer Nbr	1
Session	Regular Semester (Den)	Career	Graduate
Units	3 units	Dates	8/18/2014 - 12/13/2014
Class Components	Lecture Required	Grading	Letter Grade
		Location	Denver Campus
		Campus	Denver Campus

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
Mo 6:30PM - 9:15PM	CU BLDG 1100	Oluwakemi Ajayi	08/18/2014 - 12/13/2014

Class Availability

Class Capacity	40	Wait List Capacity	99
Enrollment Total	18	Wait List Total	NA
Available Seats	22		

Description

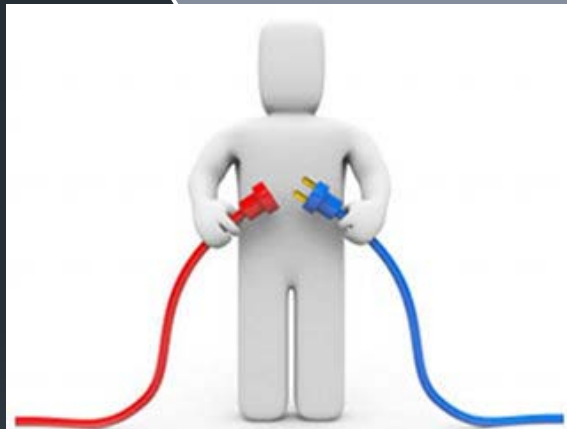
The design and analysis of accounting information systems, with special emphasis on computers and computer programming, and the role of accounting in the role of accounting in the management process. Prereq: Completion of ACCT 2220 and ISMG 2050 with a grade of "C" or better (strictly enforced). Cross-listed with ACCT 4054 (previously ACCT 3054) Max hours: 3 Credits.

No system enforced requisite

Description

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

Course Requisite | Requisite Parameters | Requisite Detail | Requisite Detail Parameters

Find | View All | First 1 of 1 Last

Requirement Group: 012229

*Effective Date: 08/01/2015 *Status: Active

*Description: D-CL Pre for MATH 3210 *Short Description: D-CL Pre f

*Long Description: Prereq: C- or better in MATH 3000

*Report Description: D-CL Pre for MATH 3210

*Report Long Description: D-CL Pre for MATH 3210

*Academic Institution: CUDEN CU Denver

Academic Group: CLAS College of Liberal Arts & Sci

Subject Area: MATH Mathematics

Catalog Nbr: 3210 Higher Geometry I

Enable Catalog Print

Enrollment Requirement Groups

Navigate to:

Main Menu > Curriculum Management > Enrollment Requirements > Enrollment Requirement Groups

Course Requisite	Requisite Parameters	Requisite Detail	Requisite Detail Parameters
Find View All First 1 of 1 Last			
Requirement Group:	012229	Description:	D-CL Pre for MATH 3210
Effective Date:	08/01/2015	Status:	Active
Group Line Type			Find View All 1 of 1
*Line: 0010			+ -
*Group Line Type:	Course		
Report Description:	<input type="text"/>		
Report Long Description:	<input type="text"/>		
Requisite Type:	Pre-Requirement		
Course ID:	133487 <input type="text"/>	Intro to Abstract Math	MATH 3000
Term:	<input type="text"/>		
Associated Class:	<input type="text"/>		<input type="checkbox"/> Include Equivalent Courses
Topic ID:	<input type="text"/>		

Enrollment Requirement Groups

Navigate to:

Main Menu > Curriculum Management > Enrollment Requirements > Enrollment Requirement Groups

Course Requisite | Requisite Parameters | Requisite Detail | **Requisite Detail Parameters**

Detail Parameters Find | View All First 1 of 1 Last

Requirement Group: 012229 Description: D-CL Pre for MATH 3210

Effective Date: 08/01/2015 Status: Active

Course Validation Parameters Find | View All First 1 of 1 Last

Course Information: Intro to Abstract Math

Minimum Units: Min Units/Course:

Minimum Courses: **Min Grade Points/Unit: 1.70**

Transfer Level Allowed: Always Allow

Requirement Designation:

Valid Begin:

Valid End:

Course must be GPA material
 Test Credit is Allowed
 Other Credit is Allowed
 Exclude In-Progress Credit

Standard Grades	Quality Points
A	4
A-	3.7
B+	3.3
B	3
B-	2.7
C+	2.3
C	2
C-	1.7
D+	1.3
D	1
D-	0.7

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.
- One on one training is available.
- New functionality being piloted... more to come on this.



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?