



Working with Enrollment Requirement Groups

Requisites are used to prevent students from gaining entrance into classes if they do not meet specific requirements. They are attached to courses on the Course Catalog and carry on to classes which are scheduled for terms. If students do not meet requirements they are not allowed into classes.

Please note that in old SIS there was a distinction between course prerequisites (a course, series of courses, or a test that is needed to be taken prior to enrollment in a subsequent course) and class restrictions (classification/level, college, or major). They were defined as two separate sets of requisites and both sets needed to be satisfied in order for the student to enroll themselves into the class for which they were associated. Management of these requisites in the old system was handled by two indicators on screen 129 which made it fairly easy to turn them on or off for individual sections of a course. In addition, the restrictions could be defined at the course level as well as at the section level.

Defining and assigning requisites in the new SIS are not as flexible and they work a bit differently. One of the main differences is that each requisite must be defined in a *requisite group* that is attached to the course, the class or both. In order to review the details of the requisite, you will first need to obtain the *requirement group number* and then use that number to access the requisite group information. This guide will assist you in navigating the pages needed to review the requisites that have been set up for your courses.

After you have scheduled your classes for the semester – you should print out your Class Schedule report in order to view and obtain the Requirement Group number(s).

This document will walk you through steps needed to verify the requisites which have been created and to trouble shoot when students attempt to enroll for classes which have requisites associated with them.

References in the new SIS and in this document refer to both course prerequisites as well as course/class restrictions.

Begin the verification process by obtaining the Enrollment Requirement Group number.

There are several places where you are able to locate the Enrollment Requirement Group number. However, for the task of verifying the current requisites assigned to the classes that you have currently scheduled you should use the Print Class Schedule feature to obtain a printout that displays all of your scheduled classes.

Curriculum Management > Schedule of Classes > Print Class Schedule

When you create a Class Schedule Report you are able to obtain the Enrollment Requirement Number which is shown on the report once it is processed. Refer to the Schedule of classes training documentation for a step by step guide to creating this report.

Select Print Requirement Designation check box to view the details of requisites which have been set up.

The screenshot shows the 'Print Class Schedule' interface with the 'Report Options' tab selected. At the top, there are tabs for 'Print Class Schedule' and 'Report Options'. Below the tabs, the 'Run Control ID' is 'tb'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Report Options' section contains a list of checkboxes, all of which are checked. A callout box points to the 'Print Requirement Designation' checkbox with the text 'Make sure this check box is on'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

Print Class Schedule Report Options

Run Control ID: tb [Report Manager](#) [Process Monitor](#) Run

Report Options

- Print Meeting Pattern/Instr
- Print Meeting Pattern Topic
- Print Class Attributes
- Print Class Notes
- Print Global Notes
- Print Sections Combined
- Print Class Characteristics
- Print Class Enrollment Limits
- Print Class Nbr for Non-Enroll
- Print Requirement Designation
- Print Reserve Capacities

Report Only

Make sure this check box is on

Save Return to Search Notify Add Update/Display

When students attempts to enroll and have not met the requirements this is the message they see:

| |
|--|
| Message Severity: Error |
| Message Text: |
| Requisites not met for Class, not enrolled. (14640,18) |
| Requirements have not been met to enroll in the specified class. The enrollment transaction was not processed. |
| Prerequisite for ACCT-UB 2 |
| Prerequisite for ACCT-UB 2 |

It means that the student did not meet *either the course prerequisite, the course/class restriction, or both*.

The system will prevent this enrollment from taking place.

Staff can override this error if granted security access on the administration pages.

Once you have the number(s) navigate to the Enrollment Requirement Group page to view the complete set up of the requisite.

Use the Enrollment Requirement Group number and navigate to:

Curriculum Management >
Enrollment Requirements >
Enrollment Requirement Group

Populate the number obtained above in the Requirement Group field and click on Search

| | |
|---|---------------------------|
| Enrollment Requirement Groups | |
| Enter any information you have and click Search. Leave fields blank for a list of all values. | |
| Find an Existing Value Add a New Value | |
| Requirement Group: | begins with [v] 010007 |
| Academic Institution: | begins with [v] [input] 🔍 |
| Academic Group: | begins with [v] [input] 🔍 |
| Subject Area: | begins with [v] [input] 🔍 |
| Catalog Nbr: | begins with [v] [input] 🔍 |
| Description: | begins with [v] [input] |
| <input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive | |
| Search Clear Basic Search Save Search Criteria | |

This page is where we identify the description of the rule

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

Find | View All | First | 1 of 2 | Last

Requirement Group: 010007

*Effective Date: 05/01/2011 *Status: Active

*Description: Prereq for ACCT-UB 2

*Short Description: ACCT 2 Enable Catalog Print

*Long Description: Prerequisite for ACCT-UB 2

*Academic Institution: NYUNV New York University

Academic Group: UB Stern Schl Business-Undergrad

Subject Area: ACCT-UB Accounting

Catalog Nbr: 2 Prin of Managerial Acctg

Effective Date: Requirements are date driven and match up with term begin dates.

Description: If this is a Prerequisite then the description will read “Prereq for Subject Catalog Nbr”. If Restriction then “Restr for Subject Catalog Nbr”.

Short Description: If the Subject and Catalog Nbr with dash and characters after the dash removed.

Long Description: If Prerequisite then “Prerequisite for Subject Catalog Nbr”. If Restriction then “Restriction for Subject Catalog Nbr”.

Academic Group: SIS College Code

Subject Area: Subject Area

Catalog Nbr: Catalog Nbr

Select the **Requisite Detail** tab to view the details of how this rule (#010007) was built. Rows have been inserted to create a statement which uses courses as the Group Line Type.

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

Find | View All | First | 1 of 2 | Last

Requirement Group: 010007 Description: Prereq for ACCT-UB 2

Effective Date: 05/01/2011 Status: Active

Group Line Type Find | View 1 | 1-2 of 2

(*Line: 0010

*Group Line Type: Course

Requisite Type: Pre-Requisite

Course ID: 101778 Prin of Financial Acctg ACCT-UB 1

Include Equivalent Courses

Or *Line: 0020)

*Group Line Type: Course

Requisite Type: Pre-Requisite

Course ID: 101795 Principles of Financial Account ACCT-UB 9001

Include Equivalent Courses

Take Line 10 OR Line 20

The example above shows that the student must take ACCT-UB 1 **or** ACCT-UB 9001 in order to gain entrance into ACCT-UB 2. This example shows 2 rows with an OR statement in-between.

Group Line Types and Connector Types are used to create requirements. For enrollment requirement groups with more than one Requisite Detail line, a connector type will be used.

The connector type indicates whether the student must meet **all** of the requirement line detail conditions (*AND*) or whether the student **only needs to meet one** of the requirement line details (*OR*). This value is used as the connector default on the Requisite Detail page when rows are inserted. Boolean logic is used and is simply a way of comparing individual bits. It uses what are called operators to determine how the bits are compared.

Group Line Types which will be used are:

Course- is a specific course a student must take to fulfill the requisite. Select the “Include Equivalent Courses” check box to include the evaluation of both the course ID that you specify and all courses that are set up as equivalent to the selected course ID for this requirement.

Condition- is either:

Academic Level = *SIS Classification Restrictions*,

Academic Program = *SIS Colleges*,

Academic Plan = *SIS Majors* and Test Score will all be used as conditions.

Enrollment Requirements can be created using multiple courses as well as multiple conditions. A student must meet all that have been defined or they will fail the enrollment edit, get an error message and will not be allowed into the class.

Example of a complex statement below using Or statements (rows) divided by an AND statement.

Requirement Group # 005095

A student must take (Line 10 Or Line 20)

AND must also take

(Line 30 Or Line 40 **OR** Line 50 **OR** Line 60)

in order to meet the requirements to get into the class this is attached to.

Note: The parentheses are also used in grouping statements and determine how a complex statement is interpreted.

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

Find | View All | First | 1 of 1 | Last

Requirement Group: 005095 Description: Prereq for FINC-UB 2
Effective Date: 09/07/2004 Status: Active

Group Line Type Find | View 1 | 1-6 of 6

(*Line: 0010

*Group Line Type: Course
Requisite Type: Pre-Requisite
Course ID: 101862 Microeconomics
 Include Equivalent Courses

Or *Line: 0020)

*Group Line Type: Course
Requisite Type: Pre-Requisite
Course ID: 127258 Economics Principles II V31. 2
 Include Equivalent Courses

And (*Line: 0030

*Group Line Type: Course
Requisite Type: Pre-Requisite
Course ID: 101843 Stats F/Business Control C22. 1
 Include Equivalent Courses

Or *Line: 0040

*Group Line Type: Course
Requisite Type: Pre-Requisite
Course ID: 101861 Stats F/Bus Cntl Regress & For C22. 103
 Include Equivalent Courses

Or *Line: 0050

*Group Line Type: Course
Requisite Type: Pre-Requisite
Course ID: 127268 Statistics (P) V31. 18
 Include Equivalent Courses

Or *Line: 0060)

*Group Line Type: Condition
Academic Institution: New York University
Condition Code: Test Score
Test ID: Statistics Proficiency
Test Component: Score
Condition Operator: Greater or Equal
Test Score: 100.00 Months Valid: 999
Test Score Method: Highest Score

Group Line Type of “Condition” Examples:

Condition=Academic Level

When reviewing the restriction referred to in old SIS as a classification restriction (what is referred to in the new SIS as an ‘academic level’ level condition), it is important to note that the new SIS calculates level differently. The new SIS will use the *projected* academic level of the student for the term they are enrolling.

In the old SIS if a student was registering in the spring semester (April) for a fall semester class that was restricted to juniors and seniors – there would need to be two parts to the restriction that would have been specified on screen 143. In addition to the classification it would have been necessary to specify the ‘predicted cumulative hours’ which would also satisfy the classification requirement. The predicted cumulative hours would calculate the number of credits that a UG student would have at the end of the current semester (assuming that they would successfully complete the classes in which they were currently enrolled). So even though the student’s classification at the time they were enrolling for their fall class would be ‘SO’ (sophomore), their predicted cumulative hours might have been calculated to be 64 so they would still have been able to enroll themselves into the class (as a student with 64 credits would be classified as a junior).

In the new SIS it is no longer necessary to specifically list a predicted cumulative hour’s condition. *This calculation is done automatically.* The new SIS will use the projected academic level of the student for the term they are enrolling. This means that in April 2011 if a student is currently a sophomore for Spring 2011 but will be a junior for Fall 2011 (assuming that all Spring 2011 coursework is completed successfully) then the system will assume they are a junior when enrolling in Fall 2011.

Condition=Academic Level Example

The screenshot shows a web interface titled "Group Line Type" with a search bar and "Find | View All" options. The main content area displays the following fields:

- 'Line: 0010
- 'Group Line Type: Condition
- Academic Institution: New York University
- Condition Code: Academic Level
- Condition Operator: Equal
- Condition Data: 20 Sophomore

Condition=Academic Plan Example

The screenshot shows a web interface titled "Group Line Type" with a search bar and "Find | View All" options. The main content area displays the following fields:

- 'Line: 0010
- 'Group Line Type: Condition
- Academic Institution: New York University
- Condition Code: Academic Plan
- Condition Operator: Equal
- Condition Data: CEADVFCERT Advanced Film

Condition=Academic Program Example (see chart on last page)

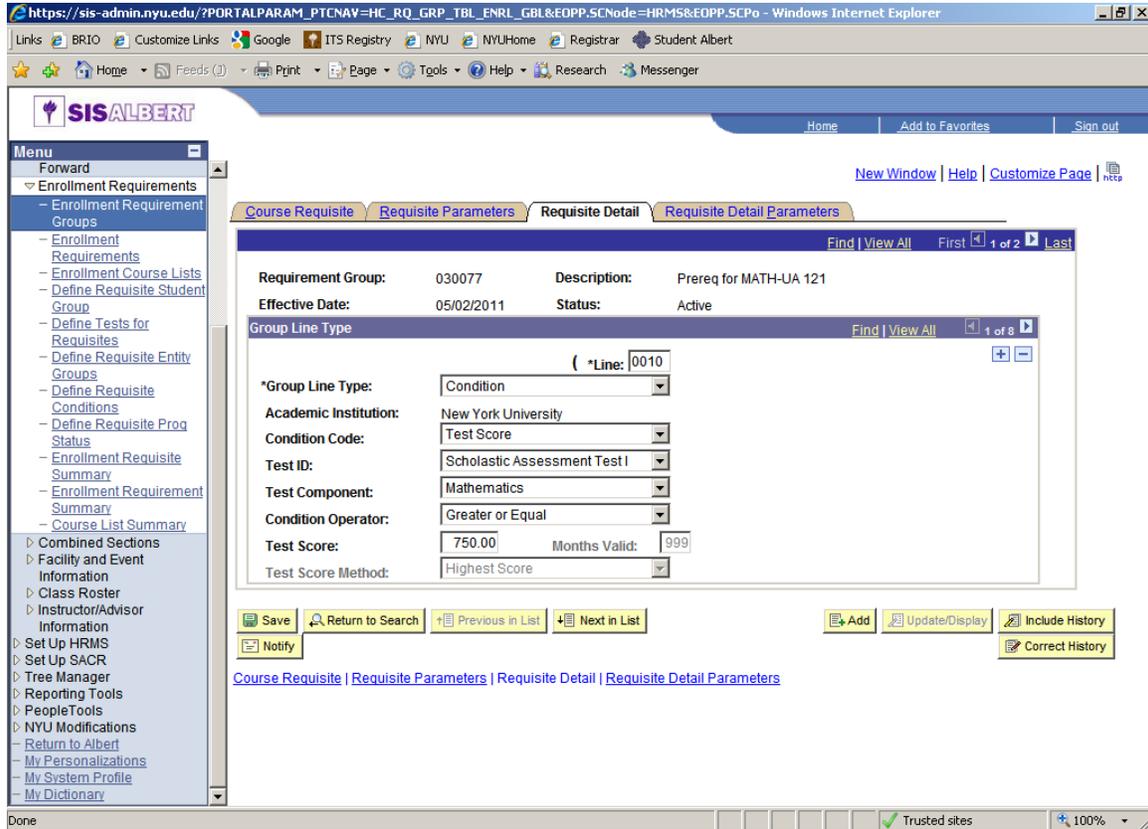
| Group Line Type | | Find View All | 1 of 8 |
|-----------------------|---------------------|-----------------|--------|
| | | (*Line: 0010 | + - |
| *Group Line Type: | Condition | | |
| Academic Institution: | New York University | | |
| Condition Code: | Academic Program | | |
| Condition Operator: | Equal | | |
| Condition Data: | GBEXM | GB-Exec MBA | |

Condition=Test Score Example

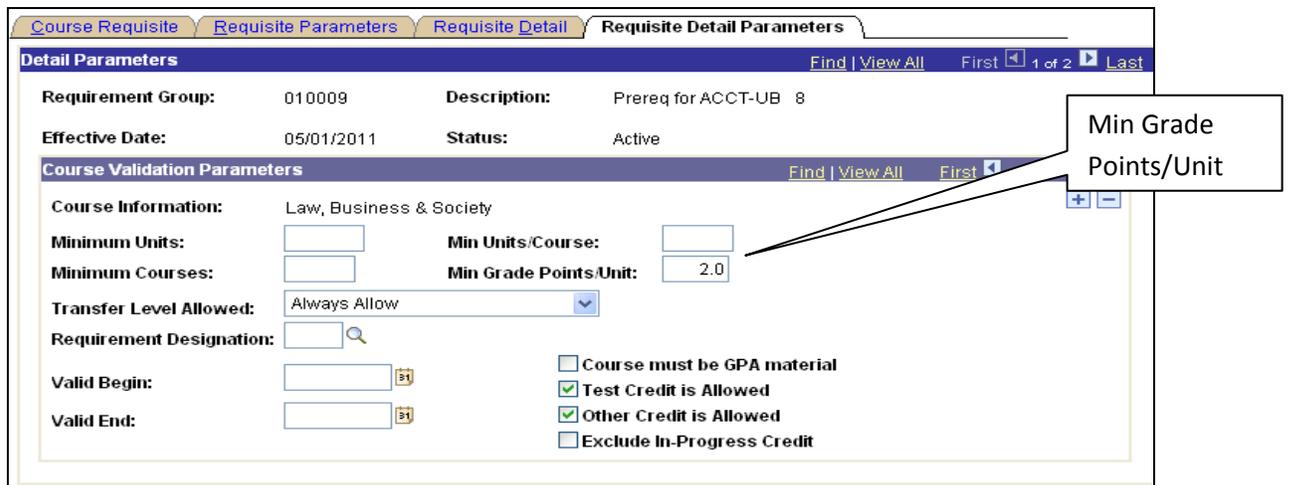
Use this to build a rule which uses test scores to gain entrance into a class that requires a language placement exam. In SIS there was a 6 character number that is equivalent to the course number. If the student "places into" V59.0011, the placement field will be 590011. The PeopleSoft field has a decimal so you will have to insert a decimal before the last 2 characters of the PLCMT data – 590011 becomes 5900.11 in new SIS. The number in the SCORE field is no larger than 3 digits; it is not always present and it defaults to zero.

| Course Requisite | Requisite Parameters | Requisite Detail | Requisite Detail Parameters |
|-----------------------------------|----------------------------|------------------|-----------------------------|
| Find View All First 1 of 2 Last | | | |
| Requirement Group: | 030033 | Description: | Prereq for ITAL-UA 11 |
| Effective Date: | 05/02/2011 | Status: | Active |
| Group Line Type | | Find View All | 1 of 5 |
| | | (*Line: 0010 | + - |
| *Group Line Type: | Condition | | |
| Academic Institution: | New York University | | |
| Condition Code: | Test Score | | |
| Test ID: | Italian Language Placement | | |
| Test Component: | Placement | | |
| Condition Operator: | Greater or Equal | | |
| Test Score: | 5900.11 | Months Valid: | 999 |
| Test Score Method: | Highest Score | | |

Another example of a test score example would be to check if the student received a minimum score of 750 on their SAT exam.



The Requisite Detail Parameter tab



If the Enrollment Requirement has been created with a **Group Line type of Course**, view the last tab "Requisite Detail Parameters" for additional details on setting up minimum grade points required to be met. Note chart below.

Grades

| SIS Min Grd Value | PS Min Grade Points/Unit |
|-------------------|--------------------------|
| C | 2.0 |
| D | 1.0 |
| B- | 2.7 |
| B | 3.0 |
| B+ | 3.3 |
| C- | 1.7 |
| C+ | 2.3 |
| P | 3.0 |

Academic Levels

| SIS | | |
|-----------------|-----------------------|-----------------------|
| Classifications | PS Academic Level | PS Description |
| 1ST | 01 | First Year |
| 2ND | 02 | Second Year |
| 3RD | 03 | Third Year |
| ADP | CER | Certificate |
| CTG | CER | Certificate |
| CTU | CER | Certificate |
| FR | 10 | Freshman |
| GD | GD | Doctoral |
| GM | GM | Master's |
| GPD | GD | Doctoral |
| GPM | GM | Master's |
| JR | 30 | Junior |
| NCU | Will not be converted | Will not be converted |
| PHD | GD | Doctoral |
| SO | 20 | Sophomore |
| SPG | SPL | Special Student |
| SPP | SPL | Special Student |
| SPU | SPL | Special Student |
| SR | 40 | Senior |

| SIS College | Academic Program | | | | | | |
|------------------------|-------------------------|-------|-------|-------|-------|-------|-------|
| CD | CDENT | | | | | | |
| CE | CESCP | | | | | | |
| DC | DCNDG | DCSCP | | | | | |
| DN | DNCER | DNDDS | DNINT | DNMSP | DNNDG | DNPGD | |
| GA | GANDG | GARTS | | | | | |
| GB | GBAPC | GBEXK | GBEXM | GBEXR | GBEXT | GBIMP | |
| | GBMBF | GBMBP | GBMBW | GBNDG | GBPHD | GBUSN | |
| GC | GCNDG | GCSCP | | | | | |
| GE | GEEDU | GENDG | | | | | |
| GG | GGALL | GGNDG | | | | | |
| GN | GNNDG | GNURS | | | | | |
| GP | GPNDG | GPUBP | | | | | |
| GS | GSNDG | GSOCW | | | | | |
| GT | GTNDG | GTSOA | | | | | |
| GU | GUNDG | GUNIV | | | | | |
| LW | LWJFT | LWJSD | LWLFT | LWLGE | LWLPT | LWMSL | LWNDG |
| MD | MDMSP | MDNDG | MDSCH | | | | |
| SG | SGSTN | | | | | | |
| UA | UACER | UANDG | UARTS | | | | |
| UB | UBCER | UBNDG | UBUSN | | | | |
| UC | UCMAA | UCMCG | UCNDG | UCPRT | UCSCP | | |
| UD | UDENT | UDNDG | | | | | |
| UE | UEEDU | UENDG | | | | | |
| UF | UFGLS | UFLSP | UFNDG | | | | |
| UG | UGALL | UGNDG | | | | | |
| AD | UHABU | | | | | | |
| UN | UNNDG | UNURS | | | | | |
| US | USNDG | USOCW | | | | | |
| UT | UTCER | UTNDG | UTSOA | | | | |