

ENROLLMENT SERVICES/ACADEMIC SUPPORT  
**REQUISITE CHECKING REQUEST FORM**

*Use one form per course; copy form as needed*

Submit to Academic Support, BH-123 by: **October 15, 2007** (Spring 2008 registration)

Type of request:    **Change existing requisite coding**        **New request**   

Course Information:    **Subject** \_\_\_\_\_    **Catalog Nbr.** \_\_\_\_\_

**Section A: Request Department or Instructor Permission**

Requiring department or instructor permission to register means an online permit must be entered for each student prior to enrollment. Permission restrictions are applied to ALL class sections of the course. Because a permission requirement overrides all requisites, you must determine which will work better: requiring students to obtain permission to enroll OR requiring students to meet specific prerequisites before enrolling. Only one option will be coded.

If you want to have a permission requirement coded for this course, check one box below and then sign and submit this form.    **Instructor**        **Department**   

**Section B: Request Course, Program and other specific requisite coding\***

We will code your request based on the following. Any request for deviations must be indicated in the box below.

1. Requisites will automatically be coded to match what appears in the course catalog except where the requirement cannot be coded.
2. If a minimum grade is specified in the course catalog, the minimum grade will not be coded to allow students with the prerequisite course in progress--and not yet graded--to enroll.
3. Program, i.e. major, coding does not include pre-majors. Minors are included, except for CBA.
4. If instructor consent is required, Option A above will be used.

**Check one:**

- I want requisites coded using the assumptions outlined above. Sign and submit this form.
- I want requisites coded differently from the automatic coding outlined above. You can request less requisite coding than what appears in the catalog; e.g. exclude minors; code for some, not all, requisites listed in the catalog. You cannot request additional or different requisite coding. Note changes in the box below, sign, obtain signature approval from your college, and submit this form to Academic Support.

**Request for alternate coding:**

*\*By requesting course requisite coding, the department understands that students with transfer coursework may be impacted and, where necessary, agrees to review individual student coursework and override the requisite by entering a permission or student group to allow the student to enroll.*

**Department Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**College Signature:\*\*** \_\_\_\_\_

**Date:** \_\_\_\_\_

*\*\*College approval required only if requesting deviations from requirements listed in course catalog.*