

**CALIFORNIA STATE UNIVERSITY, LONG BEACH  
ENROLLMENT SERVICES/ACADEMIC SUPPORT**

September 9 2011

**Deadline for Response: September 30**

TO: Department Chairs  
c: Deans, Associate Deans, Departments, Colleges, and Special Programs, Janice Jackson  
FROM: Donna Green, Director  
Registration, Records & Evaluation  
SUBJECT: Requisite Checking for Spring 2012

In readiness for Spring 2012 registration, which begins November 7, please review the requisite coding currently in place for your courses. The Course Catalog Requisite report (LBSR0236), which can be run from your desktop via CS-Link, will list all requisites that are coded for your courses for Spring 2012 at the catalog level.

Curriculum changes effective Spring 2012 will be applied to existing requisite coding prior to the beginning of registration. This includes enforcement of minimum grade requirements. A minimum grade requirement for prerequisite courses will allow students with the class in progress to enroll. New supervision courses requiring Department or Instructor permission to enroll will be coded with a consent requirement as well.

If the existing requisite coding meets your department's needs, no further action is necessary. If you wish to add requisite checking to new courses or expand requisite checking to additional courses in your department, please submit a Requisite Checking Request Form, for each course you would like to have coded, to Academic Support, BH-123, by September 30, 2011.

To assist you with this process, the following materials are enclosed:

- **Requisite Checking Request Form** - use this form to request modifications to existing requisite coding or to request that requisite checking be expanded to additional courses
- **CS Link Report Guide** - This Report Guide is intended to assist with identifying parameters for running the Course Catalog Requisite Report ( LBSR0236)
- **Requisite FAQ Sheet** – Answers many of the questions regarding Course Requisites.
- **Class Permission Overview**

As you consider whether a course should require requisite coding, please keep in mind that your department may need to intervene on an individual student basis to determine whether a student has met course requirements and that other program majors may also have the course as a requirement. The department is also responsible for entering an online permission or student group to override requisites if needed. If you, or your designee, have questions about requisite checking, please do not hesitate to contact Academic Support, x 5-5556. Thank you.

## Requisite Checking FAQs

**Are all requisites described in the catalog automatically enforced?** Not currently. Departments/Colleges request that requisites be enforced by submitting a Requisite Checking Request form to Academic Support. Once a requisite is built, it will be in effect for all future terms.

**What if a requisite requires both course work and Department/Instructor consent?** When a consent requirement is coded at the catalog level it overrides all requisites. If Department/Instructor consent is enforced, no other requisite is necessary. Supervision courses requiring Department or Instructor permission to enroll are automatically coded with a consent requirement.

**Won't using Department/Instructor permission allow my class to be overenrolled?** Not anymore! Once a requirement is coded at the catalog level, an online permission must be issued at the section level for each student. The new default settings for permissions will override Requisites Not Met and Consent Required, but won't override enrollment limits.

**Are any requisites universally applied to all courses?** Yes. It is university policy that a student must have sophomore standing or above to enroll in upper division courses and junior standing or above to enroll in an upper division Interdisciplinary/Capstone courses. The policy requiring completion of Foundation courses for General Education course is not currently being enforced.

**Are coded catalog requirements applied to individual class sections?** Yes. Once a requisite is built, it applies to all class sections in all semesters.

**How do I know if requisites are being enforced for a course?** The CS-Link report, Course Catalog Requisite Report (LBSR0236) will show you all requisites coded for courses at the catalog level. Department and college scheduling coordinators and Chairs have access to this report.

**Do all coded requisites match what's in the catalog?** It is not feasible to code some catalog requisites i.e. "Prerequisite: Near native speaker oral skills" for a language course or "Prerequisite: one year of high school geometry" for a Mathematics course.

**Can a requirement that's not in the catalog be added to a requisite?** Generally no. However, impacted departments may restrict enrollment to specific majors or a specific GPA.

**When course requisites are changed in the catalog, do I need to submit a new Requisite Checking Request?** Requisite changes made through the Curriculum process will automatically be applied to existing requisite coding.

**How and when do I get a requisite coded?** Prior to registration for each term, departments can request that requisites be coded by submitting a Requisite Request form to Academic Support. The Requisite Request form is available on the cms site at: [http://www.csulb.edu/divisions/af/cms/end\\_user/SA/forms/index.html](http://www.csulb.edu/divisions/af/cms/end_user/SA/forms/index.html).

**If the requisite includes coursework requiring a minimum grade, will students be kept from registering until grades are posted?** The system will assume a passing grade for students whose course work have not yet been graded and will allow them to enroll.