

ENROLLMENT SERVICES/ACADEMIC SUPPORT
REQUISITE CHECKING REQUEST FORM

Use one form per course; copy form as needed

Submit to Academic Support, BH-123 by: **September 25, 2009** (Spring 2010 registration)

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

Course Information: **Subject** _____ **Catalog Nbr.** _____

Section A: Request Department or Instructor Permission

All supervision courses requiring Department or Instructor permission to enroll will automatically be coded with a consent requirement. You do not need to submit a request for supervision courses.

Requiring department or instructor permission to register means an online permit must be entered for each student prior to enrollment. 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.

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. Program, i.e. major, coding does not include pre-majors. Minors are included, except for CBA.
3. 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.*