

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

September 14, 2009

Deadline for Response: September 25

TO: Department Chairs
c: without attachments –Deans, Associate Deans, Departments, Colleges, and Special Programs, Janice Jackson
FROM: Donna Green, Director
Academic Support and Student Relations
SUBJECT: Requisite Checking for Spring 2010

In readiness for Spring 2010 registration, which begins November 2, please review the requisite coding currently in place for your courses. All supervision courses requiring Department or Instructor permission to enroll have already been coded with a consent requirement. Also, curriculum changes effective Spring 2010 have already been applied to existing requisite coding.

You may also recall the announcement last spring that we are able to enforce the requirement of a 'minimum grade of C' for prerequisite courses and also allow students with the class in progress to enroll. At that time all prerequisites were revised to reflect the minimum grade specified in the course catalog. All new requests for requisite enforcement will automatically be coded to match minimum grade requirements as well.

If the existing requisite coding meets your department's needs, no further action is necessary. If you wish to 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 25, 2009.

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

- **Course Schedule Requisite Report** - lists all courses and any requisites currently coded.
- **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
- **Requisite Checking FAQs**

As you consider whether to expand 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. 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.