Requisite Enforcement: Guidelines and Limitations

The following items can be used as prerequisites in PeopleSoft/CMS:

- Individual or multiple course pre-requisites or co-requisites
    - If you are using both and/or conjunctions, please use parenthesis to make it easier to read.
    - A co-requisite is NOT the same as "can be taken concurrently." A co-requisite MUST be taken at the same time the other course is being taken, such as a lab. "Can be taken concurrently" means the course may be completed prior to or during the term the other course is taken.
    - If a certain grade is required in the prerequisite, please write "…with a final posted grade of …." after the course. Otherwise the campus default of "C- or better or in progress" will be used to construct your prerequisite.
    - Note that by stipulating a required final posted grade, students with courses in progress will not be able to enroll for the course during their registration appointments and must wait until grades are posted in early January for Spring enrollment and late May for Fall enrollment.
- Limiting enrollment to certain academic programs, majors, and concentrations
    - Always stipulate whether or not minors are also allowed
- Limiting enrollment to certain academic levels (ex: junior or higher level, or Postbaccalaureate)
- Test scores uploaded to PeopleSoft/CMS (ALEKS PPL, Chemistry Diagnostic Exam, or WPJ)
- Student groups (ex: ATHL - Intercollegiate athletes, FTF1 - First-time freshmen, EOP - EOP Students)
- Milestones (ex: WPJ, advancement to candidacy)

Due to limitations of the software, the following items **cannot** be used as requisites in PeopleSoft/CMS:

- Vague course references such as "any upper division course in subject" or "15 units in GE"
- High school courses or any non-CSU transferrable coursework
- Vague academic levels that can be easily misinterpreted by students such as "upper division status"
- Test scores not uploaded or set up in PeopleSoft/CMS (any test not listed above)

If a requisite cannot be constructed in PeopleSoft/CMS, the department has several choices:

1. Rewrite requisite (see further examples below)
2. Keep the requisite in the course description, but understand that the enrollment engine will not check for it, and rely on the instructor, scheduler, or other manual process to check for this part of the rule using the class roster.
3. Add instructor consent or department consent, depending on who student should contact first and enroll the students manually

Further examples	Problem	Solution
BIO 5 or BIO 10 and BIO 11	Conjunctions unclear	(BIO 5 or BIO 10) and BIO 11
Any lower division PSYC course	Vague course reference	PSYC 2 or PSYC 4 or PSYC 5 or PSYC 10
Any college level math	Vague course reference	MATH 24 or MATH 29 or MATH 30
GEOL 10 with C- or better	Campus default, wording not required	GEOL 10
COMS 100 or instructor consent	Campus default, wording not required	COMS 100
15 units in upper division GE	Vague course reference	Consider using academic level