

REMOVING PREREQUISITES FROM A SECTION

TABLE OF CONTENTS

- Revision History 2
- Introduction and Purpose 2
- Related Policies, Regulations, Guiding Principles, and Common Practices 2
- Impacted Departments, Units, Programs, and Centers 2
- Before You Begin..... 2
- Pages 2
- Procedures 3
 - Removing Prerequisite Enforcement 3
 - Steps..... 3
- Final Quiz 4

REVISION HISTORY

Version	Date	Name	Description
1	6/20/18	Jeff Williams	Initial procedures for Banner 8
2	7/13/18	Margaret Stewart	Initial procedures for Banner 9.

INTRODUCTION AND PURPOSE

The purpose of this document is to provide the steps necessary to remove prerequisites from a course section to ensure that they are not enforced during student registration.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

Departments may exercise discretion in choosing to enforce or not enforce approved prerequisites for a course in a given term. Please note that making this update affects only a single section. If all sections of a course should have their prerequisites removed, this process must be repeated for each section. Choosing to not enforce prerequisites disables ALL prerequisites for that section; individual requirements cannot be independently selected. This update applies only to the term in which the prerequisites are removed. When the term is rolled to the next academic year, the then-current values at the catalog level will be copied to each section. If a department regularly removes prerequisites from a course, it may wish to submit a course change to have these prerequisites updated or removed entirely.

Prerequisites must also be removed from all linked activities of a given course. Removing them from only one activity will have no effect as a student must be able to enroll in all approved activities (with group contact hours) of a course.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. The Office of the Registrar
2. Academic Departments

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, go to R' Space and select the Banner Training icon in order to follow along and practice. Please submit a ticket if you have trouble accessing Banner Training.

PAGES

The pages listed below are covered in this training.

Page	Page Name	Description
SSAPREQ	Schedule Prerequisite and Test Score Restrictions	Confirms if there are approved prerequisites for a course; if so, its prerequisite library will also be attached

PROCEDURES

REMOVING PREREQUISITE ENFORCEMENT

Removing the prerequisite enforcement on a course section includes (1) setting the prerequisite check method so the approved prerequisite(s) are not considered during the given term’s enrollment; and (2) removing the prerequisite library from the section.

STEPS

1. In this example, for **Fall 2018** the prerequisites for **ME 100A** will not be enforced.
2. Since **ME 100A** is approved with **lecture and discussion** as group activities, the prerequisites will need to be turned off on **both activities** of this course.
3. Navigate to **SSAPREQ (Schedule Prerequisite and Test Score Restrictions)**.
4. Enter desired term (**201840** in this example) and CRN (**lecture 16957** in this example).
5. Click: **Go**.
6. On the **Section Information** tab in the **Prerequisite Check Method** row, select **Basic or None**. Option **CAPP** should be de-selected.
7. Navigate to the **Section Test Score and Prerequisite Restrictions** tab.
8. In the section titled **SECTION CAPP AREA PREREQUISITE RESTRICTIONS**, click in the **Area** field where **area library of ME100A** appears.
9. Delete the record.
10. **Save**

The screenshot shows the SSAPREQ 9.3.5 (PPRDXE) interface. The top part shows the 'Section Information' tab with the following details:

- Subject: ME
- Course Number: 100A
- Section Title: THERMODYNAMICS
- Prerequisite Check Method: Basic or None, CAPP, DegreeWorks

The bottom part shows the 'Section Test Score and Prerequisite Restrictions' tab with a table of restrictions:

And/Or	('	Test Code	Test Score	Subject	Course Number	Level	Grade	Concurrency)'
								(None)	

Below the table, there is a 'SECTION CAPP AREA PREREQUISITE RESTRICTIONS' section with an 'Area' field and a 'Description' field. The 'Delete' button is highlighted in red.

11. Click: **Start Over**.
12. Follows **steps 4 through 10** to remove the prerequisite enforcement from **discussion ME 100A 021 (CRN 16958)**.

FINAL QUIZ

1. True or False: If a course has multiple prerequisites, it is possible to remove only some of them for a given term.
 - a. False. Either all approved prerequisites are enforced, or all of them can be removed from the course for a given term.
2. What are the two updates that must be made on a section on page SSAPREQ to remove the prerequisites from that section for a given term?
 - a. Set the Prerequisite Check Method to Basic or None.
 - b. Delete the prerequisite area library.