

Prerequisites approved on UCC forms are not automatically enforced in the registration system. If your department or college chooses to enforce the prerequisites a Prerequisite Request Form is required. All forms must be filled out and signed by the Department and College Dean (or authorized representative) requesting the enforcement.

**General Information**

Prerequisites can be enforced on a course level (which remains effective each year) or a section level (which must be requested each semester). Temporary Restrictions are prerequisites that will only be enforced during the first weeks of Advanced Registration. If you would like to set a Temporary Restriction you must include a justification memo that will be reviewed by the University Curriculum Committee.

**Indicating Prerequisites on Form**

The middle section of the Prerequisite Form indicates the actual prerequisite that will be enforced. The first section allows for student demographic information and the second portion indicates specific courses and grades that must be obtained to meet the prerequisite.

Example of first section:

|                       |             |                |             |                   |           |                   |
|-----------------------|-------------|----------------|-------------|-------------------|-----------|-------------------|
| <b>Classification</b> | (AND<br>OR) | <b>College</b> | (AND<br>OR) | <b>Major Code</b> | AND<br>OR | <b>Minor Code</b> |
| 3                     |             | LS             |             | HY                |           |                   |
| 4                     |             |                |             |                   |           |                   |

\*\*This prerequisite would require the student to be a level 3 or 4 classification in the college of Liberal Arts and Sciences with a History major declared.

Example of second section:

| Courses  |            |       |      |         |            |       |     |        |            |       |
|----------|------------|-------|------|---------|------------|-------|-----|--------|------------|-------|
| Course   | Condition* | Grade |      | Course  | Condition* | Grade |     | Course | Condition* | Grade |
| AMH2010  | GE         | D     |      | AMH3*** | GE         | D     |     |        |            |       |
| (And Or) |            |       |      | And Or  |            |       |     | And Or |            |       |
| AMH2020  | GE         | D     | AND  |         |            |       | AND |        |            |       |
| And Or   |            |       | (OR) | And Or  |            |       | OR  | And Or |            |       |

\* GE=Greater than or equal, EQ=Equal to, NE=Not Equal to, LE=Less than or equal to, \*\*\*=Wildcard

If this course has a "Universal Or" please check here and attach an additional form for that option

\*\*Use the columns to indicate groups of courses required indicating And/Or between columns. In this example the student must have passed AMH2010 AND AMH2020 or they must have passed any 3000 level AMH course. Use the "Universal Or" option if a completely different prerequisite is an option for this course as well.

Once the form is completed, submit it to the Office of the Registrar for processing. Once the form is processed it can be checked in the registration system.

Please contact Registration and Information in the Office of the Registrar with any questions.

## Prerequisite Request Form

|                       |  |
|-----------------------|--|
| <b>College</b>        |  |
| <b>Department</b>     |  |
| <b>Contact Person</b> |  |
| <b>Email</b>          |  |
| <b>Phone Number</b>   |  |
| <b>Date</b>           |  |
| <b>Dept Signature</b> |  |
| <b>Dean Signature</b> |  |

|                                  |                              |                                     |                                 |                                 |
|----------------------------------|------------------------------|-------------------------------------|---------------------------------|---------------------------------|
| <b>Course</b>                    |                              | <b>Section</b>                      |                                 |                                 |
|                                  | Prefix & Number              |                                     | If applicable                   |                                 |
| <b>Type of Request:</b>          |                              | New Request                         | <input type="checkbox"/>        |                                 |
|                                  |                              | Replace Previous Request            | <input type="checkbox"/>        |                                 |
|                                  |                              | Add to Previous Request             | <input type="checkbox"/>        |                                 |
| <b>Temporary Restriction:</b>    | Yes <input type="checkbox"/> | If Yes, Justification Memo Required |                                 |                                 |
|                                  | No <input type="checkbox"/>  |                                     |                                 |                                 |
| <b>Term</b> check all that apply |                              | Fall <input type="checkbox"/>       | Spring <input type="checkbox"/> | Summer <input type="checkbox"/> |

|                       |     |                |     |                   |     |                   |
|-----------------------|-----|----------------|-----|-------------------|-----|-------------------|
| <b>Classification</b> |     | <b>College</b> |     | <b>Major Code</b> |     | <b>Minor Code</b> |
|                       | AND |                | AND |                   | AND |                   |
|                       | OR  |                | OR  |                   | OR  |                   |
|                       |     |                |     |                   |     |                   |

And OR

| Courses |            |       |     |        |            |       |     |        |            |       |
|---------|------------|-------|-----|--------|------------|-------|-----|--------|------------|-------|
| Course  | Condition* | Grade |     | Course | Condition* | Grade |     | Course | Condition* | Grade |
|         |            |       |     |        |            |       |     |        |            |       |
| And Or  |            |       |     | And Or |            |       |     | And Or |            |       |
|         |            |       |     |        |            |       |     |        |            |       |
| And Or  |            |       |     | And Or |            |       |     | And Or |            |       |
|         |            |       | AND |        |            |       | AND |        |            |       |
| And Or  |            |       | OR  | And Or |            |       | OR  | And Or |            |       |
|         |            |       |     |        |            |       |     |        |            |       |
| And Or  |            |       |     | And Or |            |       |     | And Or |            |       |
|         |            |       |     |        |            |       |     |        |            |       |
| And Or  |            |       |     | And Or |            |       |     | And Or |            |       |
|         |            |       |     |        |            |       |     |        |            |       |

\* GE=Greater than or equal, EQ=Equal to, NE=Not Equal to, LE=Less than or equal to

If this course has a "Universal Or" please check here and attach an additional form for that option

**Comments:**