

Schedule of Classes Requisites

Training Guide



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Checking Requisites

There are a number of screens in the Student Administration System designed to enable staff to view the requisites and registration restrictions for individual courses.

Class Registration Information Screen

The **Class Registration Information Screen** contains a wide variety of information and is the best place to start viewing requisites. It includes links to the **UofC Requisite Summary Screen** which provides detail on the requisites themselves.

Note:

It is recommended that you do **NOT** navigate directly to the UofC Requisite Summary Screen, as it is difficult to find the right record if you do so. Using the Class Registration Information screen as the starting point will get you to the right place when you need to access the UofC Requisite Summary.

Navigation: Curriculum Management > Enrollment Requirements > Class Registration Information

- 1. Navigate to the screen using the menu path.
- 2. Enter the term in which the course is offered, and the course name and number and click **Enter** or **Search**.

Class Registration Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Academic Institution:	begins with	~	UCALG	Q)
Term:	= 🗸		2151	<u> </u>	L
Subject Area:	begins with	~	ENGG	Q	L
Catalog Nbr:	begins with	~	407		L
Course Offering Nbr:	= 🗸]			L
Academic Career:	= 🗸]		~	J
					9



This displays the **Class Registration Information** screen.

Class Registration Information



🔚 Save 🔯 Return to Search 🖹 Notify

- The information in the header indicates exactly which offering of the course you are viewing.
- The **Course Requirement** and **Consent Required** fields provide information about the course as a whole i.e., the requisites that apply to the course regardless of which section of the course you are interested in. Note that the **Course Requirement** value is a hyperlink.

The **grid information** contains the bulk of the information on the screen. The fields from left to right are:

- Class the individual sections offered for the course (e.g. Lecture 01, 02 and Tutorial 01, 02, 03, 04) Labs may also be listed.
- **Crse Topic** the topic id associated with that section (if there is one)
- Class Nbr the unique number that identifies this section for this term for registration purposes
- Status 'Open' or 'Closed' to indicate whether the course has spaces available or is full
- Cap Enrl the enrolment cap (max number of students that can register)
- Tot Enrl total number of students enrolled
- Assoc Class a number used to group together lecture, lab, tutorial combinations.
 Students must register in a lab and/or tutorial with the same associated class number as the lecture. For example, in the figure above, students registering in LEC 01 must register in TUT



T01 or T03 (as they both have an associated class number of 1). Those registering in LEC 02 must register in TUT T02 or T04 (as they both have an associated class number of 2).

- **Class Requirement** if an individual section of a course has DIFFERENT requisites, there will be a link to those unique requisites in this field.
- **Catlg Requirement** a 'yes' or 'no' flag to indicate whether the requisites that apply to the course as a whole also apply to this specific section of the course.

The next five fields are all related to **Reserve Capacity** which is the method used to reserve part or all of a section of a course for students in a particular program or programs until a certain date.

Note on Restrictions:

If a course has a program restriction that does not come off at any point, then that restriction will be built into the requisites (along with any prerequisites). This kind of restriction can be viewed by clicking the link in the **Course Requirements** field.

If a particular *section* of a course (but not the course as a whole) has a program restriction that does not come off, then a requisite will be created and there will be a link to it in the **Class Requirement** field. *Any restriction that is lifted as of a particular date must be defined in terms of reserve capacity.*

- **Reserve Capacity Sequence** a sequence number, to differentiate between reserve capacities if a course has more than one
- **Capacity Requirement** a brief description of the restriction this is a **hyperlink** which will take you to the UofC Requisite Summary screen for details.
- **Start Date** the date on which the restriction comes into effect. *NOTE THAT THERE IS NO END DATE.* The only way to indicate when the restriction comes off is to create a second reserve capacity using the date that the restriction comes off as the 'start date', with the number of spaces reserved on that date set to 0.
- **Reserve Cap** the number of spaces in the course reserved for students as defined by the Cap (in the above example, 69 spots are reserved for ENCI Students Only and ENME Students Only).
- **Reserve Cap Used** the number of students who meet the restriction who have registered since it came into effect.

Note: If an error is made and the reserve capacity isn't added to the course until after registration starts, this total will not accurately reflect the number of students in a particular program who are registered in the course.

• **Consent Required** – indicates if a particular section of a course requires 'consent of the department' even if the course as a whole doesn't.



UofC Requisite Summary Screen

In Student Administration (SA), requisites and restrictions are defined in terms of 'requirements' and 'requirement groups'. The full set of pre-requisites and program restrictions associated with a course may require that a number of different 'requirements' or 'requirement groups' be attached to that course; as each is identified by a unique number, rather than by a description or by the name of the course they are attached to. Since the same requirement might be attached to many courses it is very difficult to locate all the requirements and requirement groups that affect a course.

The **Class Registration Information** screen was designed to solve this problem. It displays all of the requirements associated to a course; they appear as **hyperlinks** in the **Course Requirement, Class Requirement** and/or **Capacity Requirement** fields.

Clicking on any of these links will take you to the **UofC Requisite Summary** screen for the detail associated with that requirement group.

Aca	demic Ins	titution	: UC/	ALG											
Ter	m:		215	1											
Aca	demic Car	reer:	Und	lergrad											
Sub	ject Area:		ENG	GG											
Cat	alog Nbr:		407												
Cou	irse ID:		115	915											
Cou	irse Offerii	ng Nbr:	1												
Cou Con	irse Requii Isent Requ	rement iired:	ENG	G 233, M Consent	IATH 2 t	75 or	AMAT 3	07		Pe	rsonalize Find 🗐	🔜 Fii	rst 🕚 1	I-6 of 6	6 🕑 Last
	Class	Crse Topic	Class Nbr	Status	Cap Enrl	Tot Enrl	Assoc Class	Class Requirement	Catig Rqs	Res Cap Seq	Capacity Requirement	Start Date	Rsrv Cap	Rsrv Cap Used	Consent Required
1	LEC 01		10597	Open	145	129	1	None	Y		None				N
2	LEC 02		10598	Open	145	112	2	None	Υ		None				N
3	TUT T01		10599	Open	69	65	1	None	Y	1	ENCI Students Only	2013/04/01	69	50	N
4	TUT T02		10600	Open	69	62	2	None	Y	1	ENME Students Only	2013/04/01	69	62	N
5	TUT T03		10601	Open	69	64	1	None	Y	1	ENME Students Only	2013/04/01	69	64	N
6	TUT T04		11188	Open	69	50	2	None	Y	1	ENCI Students Only	2013/04/01	69	34	N

For example, click on the link in the **Course Requirement** field for ENGG 323, MATH 275 or AMAT 307 (as indicated) we will see the detail for **requirement group 001798** (this is the important identifier for the record, as the description, subject and catalog number fields are just text and may not be fully informative).



4 AND

5 OR

6 OR

ENGG 233 (115863)

CPSC 231 (107164)

CPSC 217 (160416)

MIN: 1.00

MIN: 1.00 2.7

MIN: 1.00 2.7

1.7

Requis	ite Summary								
Requ	isite Summary		/						
	Requirement Group:	001798		Description:	ENGG 233	3, MATH 275 or A	MAT 30	7	
	Acad Group:	EN		Subject:	ENGG		Catalo	g Nbr: 407	
	Effective Date:	2014/05/01		Status:	Active				
	,								
-					Perso	nalize Find 🖓	l 🔢	First 🕙 1-6 of 6 🕑	Last
Co	n Rqrmnt	Con	Туре	Condition	Perso Units	nalize Find 🖓 Count	l 🔜 Gpv	First 🕙 1-6 of 6 🕑 Courses	Last

Here you see the **prerequisite** as defined in the calendar.

The **grid information** contains the actual definition used by the system.

PRE

PRE

PRE

- It's important to read the combination of conditions carefully and pay attention to any parenthesis/brackets used to group the requirements to make sure you understand the requisite completely. The example here indicates that students must have prerequisite requirements of 00001412 specifically that class and not CPSC 491 and have to have a prerequisite in AMAT 307 (100138) with a grade of D or better (defined in the GPValue field 1.0 = D). Or they must a prerequisite of AMAT 311 (100140). Note the close bracket.
- **AND** note the open bracket a prerequisite of ENGG 233 (115863) **or** a prerequisite in CPSC231 with a minimum grade 2.7 **or** a prerequisite CPSC 217 grade 2.7) note the brackets end.

Note: the course id number is included beside the prerequisite courses to help you troubleshoot and if multiple versions of a course exist, the requisite will include a version other than the one a student has on their record.

Going back to the **Class Registration Information** screen (previous page), by clicking the link in the **Capacity Requirement** field for the same course it is indicating as of April 1, 2014; 69 seats are reserved for ENCI Students only as well as ENME Student only.

Schedule of Classes TT - Requisites



Requisite Summary Requisite Summary Requirement Group: 003773 Description: ENCI Students Only Acad Group: EN Subject: Catalog Nbr: Effective Date: 1901/01/01 Status: Active Restricted to ENCI Students Only Personalize | Find | 💷 | 🔜 First 🕙 1-2 of 2 🕑 Last Units Con Rqrmnt Con Туре Condition Count Gpv Courses PL EQ ENCI-MAJ 1 CND PL EQ ENCI-AOS 2 OR CND Requisite Summary **Requisite Summary** Requirement Group: 003772 Description: ENME Students Only Subject: Acad Group: EN Catalog Nbr: Effective Date: 1901/01/01 Status: Active Restricted to ENME Students Only Personalize | Find | 💷 | 🔜 First 🕚 1 of 1 🕑 Last Con Rgrmnt Con Condition Units Count Gpv Courses Type 1 CND PL EQ ENME-MAJ



Enrollment Requisite Summary

The Enrollment Requisite Summary can be used to view Enrolment Requirement Group rules as well as maintains the history when changes are made to the Enrolment Requirement Group.

Navigation: Curriculum Management > Enrollment Requirements > Enrollment Requisite Summary

- 1. Enter the Academic Institution UCALG and Subject Area. Alternatively, if known, enter the Requirement Group number.
- 2. Select the desired Requirement Group.

Enrollment Requisite Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Exist	ing Value					
Search Cr	iteria					
Requirement (Group: begins wi	ith 🗸				
Academic Inst	titution: begins wi	ith VUCALG				
Academic Gro	up: begins wi	ith 🗸	Q			
Subject Area:	begins wi	ith VENGG				
Catalog Nbr:	begins wi	ith 🗸	9			
Description:	begins wi	ith 🗸				
Include His	tory Case Se	nsitive				
Search	Clear Basics	Search 🖉 Sav	e Search Criteria			
Search Resu	ılts					
View All						First 🕢 1-36 of 36 🕟 Las
Requirement G	Froup Effective Dat	e Academic Ins	titution Academic Gr	oup Subject A	rea Catalog	Nbr Description
001788	1901/01/01	UCALG	(blank)	ENGG	205	ENGG205
001789	1901/01/01	UCALG	(blank)	ENGG	209	2nd Year or higher
001791	1901/01/01	UCALG	(blank)	ENGG	251	ENGG251
001798	2014/05/01	UCALG	EN	ENGG	407	ENGG 233 MATH 275 or AMAT 307



The Enrolment Requisite Summary screen displays the Enrollment Requirement Group, Effective Date, Status and the Academic Requirements.

The Academic Requirements detail the Group Line Type, Requisite Type and Course ID.

Group Line Type can be a Condition, Course or Requirement.

Condition - specifies allowable values of data elements that are associated with a student, for example, a condition of *Academic Level* or specific group of Students

Course –a specific course a student must take to fulfill the requisite

Requirement - specifies individual required elements

Requisite Type specifies whether this requirement line is a pre-requisite or a co-requisite.

Pre-requisite - something that a student must complete before the start date of the desired class

Co-requisite - something that a student can complete prior to, or at the same time as, the desired class

Note: It is important to note where the parenthesis start and end to fully understand the Academic Requirements.

The Enrollment Requirement Group is a hyperlink. Clicking this link opens the Requirement Group Summary where you can view the Long Description, Computer Generated Description and Associations.











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Course Catalog

The Course Catalog (equivalent to the Courses of Instruction section in the University Calendar) also stores course requisite information.

Navigation: Curriculum Management > Course Catalog > Course Catalog Course Catalog

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria	I		
Academic Institutio	on: = 🗸	UCALG	Q
Subject Area:	= 🗸	ENGG	Q
Catalog Nbr:	begins with	407	
Campus:	begins with	1 🗸	Q
Course ID:	begins with	ı 🗸	
Description:	begins with	1 V	
Include History	Correct Hi	istory 🗌 Case Sen	sitive

The Catalog Data page displays requisite information in the **Long Description** as highlighted below.

Schedule of Classes



TT - Requisites

Courses ID:		
Course ID:	115915	
	Fir	nd View All First 🖤 1 of 1 🖤 La
*Effective Date:	2014/07/01 🕅 *Status: Active 🗸	Course Offering
*Description:	NumericalMethodsInEngineering	ENGG 407
Long Course Title:	Numerical Methods In Engineering	
Long Description:	included. The tutorial includes the application to ele computer solution of comprehensive engineering p Prerequisite(s): Engineering 233 and Mathematics 307.	mentary problems and the roblems. 375 or Applied Mathematics
Course Units/Hours/Count		
	3.00 Last Course of Mult Term Seq:	
Minimum Units:	3 00 *Enrollment Unit Load Calc Type:	Actual Units 🗸 🗸
Minimum Units: Maximum Units:	5.00	
Minimum Units: Maximum Units: Academic Progress Units:	3.00 Course Count:	1.00

The Enrollment Requirement Group displayed on the Offerings page is the requisite that restricts enrollment based on the pre- or co-requisite, academic level (year of program), etc. that has been approved for the course.

	Components				_
Course ID:	115915				
•				Find View All	First 🕚 1 of 1 🕑 La
Effective Date:	2014/07/01	Status:	Active		
Description:	NumericalMethods	InEngineering			
ourse Offering				Find View All	First 🕙 1 of 1 🛞 Last
Course Offering Nbr:	1		*Catalog Nbr:	407 ENGG	
Academic Institution:	UCALG 🔍	University of Calgary			
Academic Group:	EN 🔍	Schulich School of E	ingineering	*Course Approved:	Approved V
Subject Area:	ENGG	Engineering		Allow Course to be	Scheduled: 🗹
Campus:	۹,			Exam Only Course:	
Academic Organization:	EN 🔍	Schulich School of E	ingineering	Catalon Print	
Academic Career:	UGRD 🔍	Undergraduate Progr	ams	Print Instructor in	Schedule
Course Typically Offered		~		Schedule Print	
Tuition Group:	Q			Schedule Term Ro	I
Dynamic Class Date Rule:	NS_W_MTGS 🔍	Deadlines for NS Wit	h Mtas	Use Blind Grading	
	Allow OEE En	rollment		GL Interface Requi	red
Enrollment Requirement G	roup			~	
Requirement Group:	001798 🔍	ENGG 233, MATH 2	75 or AMAT 307	🗖 Detail 💥	
Long Description:	PREREQUISITE: I information)	ENGG 233, MATH 275	or AMAT 307. (P	lease see Calendar Descri	ption for more



Adjust Class Associations

The information on this screen is maintained by Scheduling staff. Department and Faculty staff have view only access.

Navigation: Curriculum Management >Schedule of Classes > Adjust Class Associations

The Adjust Class Associations Class Requisites tab displays the Enrollment Requirements for the specific class.

The **Detail** link beside Requirement Group navigates to the Enrollment Requisite Summary (*see previously in this job aid*) where more detailed information regarding the requisite can be viewed.

Class <u>A</u> ssociations \Upsilon (Class <u>C</u> omponents	Class Requisites
Course ID:	115900	Course Offering Nbr: 1
Academic Institution:	University of Calgary	
Term:	Fall 2010	Undergrad
Subject Area:	ENGG	Engineering
Catalog Nbr:	349	Engineering Mechanics II
Session:	1	Regular Academic
Catalog Requisite	-	
Requirement Group: Long Description:	001797 Def PREREQUISITE: Ef Description for mor	1 Click here to view the Requisite Summary ENGG 205, AMAT 217 and 219 NGG 205, AMAT 217 and 219. (Please see Calendar e information)
Class Association Requi	sites	Find View All First 🔍 1 of 4 🕨 Last
Associated Class:	1	Also Use Catalog Requisite
Requirement Group:	Q <u>De</u>	tail
Long Description:		



nrollme	ent Requisite S	Summary	4 2 En	rollment Requ	isite Summa
			2	Eind View All	First 🛃 1 of 1 🕨 L
001797	ENGG 205, AMAT	217 and 219	Effective Date: 1901/01/01	Active	Always Repo
cademic f	Requirements				
(Group Line Type:	Course			AMAT 217
	Requisite Type:	Pre-Requisit	e 🔶		
	Course ID:	100135	CalculusForEngineer&Scientist	Include Equivaler	t Courses
AND 4	Group Line Type:	Course			AMAT 219
	Requisite Type:	Pre-Requisit	e 🔶		
	Course ID:	100136	MultivariableCalcForEngineers Minimum Courses: 1.00	Include Equivaler	t Courses
	Group Line Type:	Course)		ENGG 205
	Requisite Type:	Pre-Requisit	e 🔶		
	Course ID:	115848	Engineering Mechanics I Minimum Courses: 1.00	Include Equivaler	t Courses

Requisite information for any associated classes is noted in the Class Association Requisites section of the screen below the Catalog Requisite as illustrated.

As noted previously, the **Detail** link transfers to the Enrollment Requisite Summary where more detailed information regarding the requisite can be viewed.



Class Associations	Class Components	Class Requis	ites 📥	
Class Baseciations	Ciass Components	Cluss Nequis		
Course ID:	115900		Course Offering Nbr:	1
Academic Institution:	University of Calga	ry		
Term:	Fall 2010		Undergrad	
Subject Area:	ENGG		Engineering	
Catalog Nbr:	349		Engineering Mechanics II	
Session:	1		Regular Academic	
Catalog Requisite				
Requirement Grou	p: 001797	Detail	ENGG 205, AMAT 217 and 219	
Long Description:	PREREQUISITE Description for n	E: ENGG 205, A nore information	MAT 217 and 219. (Please see Calendar I)	4
Class Association Req	uisites ┥	•	Find View 1	First 🛃 1-4 of 4 🕨
Associated Class:	1		Also Use Catalog Requisite	e
Requirement Grou	p:	Detail		
Long Description:				*
	1			
Associated Class:	2		🗹 Also Use Catalog Requisite	e
Requirement Grou	p: 003507 🔍	Detail	1 ENGG Students Only	
Long Description:	Restricted to	ENGG studer	nts only.	* *
Associated Class:	3		✓ Also Use Catalog Requisite	e
Requirement Grou	p: 003507 Q	Detail	ENGG Students Only	
	www.	an man	manker when we wanted the	han the second

E	nrollm	ent Requisite S	ummary		2 En	rollment Requisite	e Summary
					2	Find View All	First 🗨 1 of 1 🕨 Last
	003507	ENGG Students Or	nly	Effective	e Date: 1901/01/01	Active	Always Report
	Academic	Requirements 🔫 ——	_				
		Group Line Type:	Condition 4		University of Calgary		
		Condition Code:	Acad Prog				
		Condition Operator:	Equal 🔫				
L		Condition Data:	Fac of Engi	neering Bachel	or ┥		



Course/Class Requirements

The Course/Class Requirements report displays a list of prerequisites associated with the academic org based on a specific term.

Navigation: Curriculum Management > Scheduling Reports > Course/Class Requirements

The first time you run this report you will have to Add a New Value. (Tip: Use your name as the Run Control ID).

Complete the Required Criteria as desired. You can save the Required Criteria or continue and press Run. You may also download the results into an Excel file.

Course / Class Requirements

Run Control ID:	Your_Name	Report Manager	Process Monitor		Run				
Required Crite	eria								
*Institution:	UCALG 🔍	University of Calgary							
*From Term:	2151 Q V	/inter 2015 *To T e	erm: 2151 🔍	Winter 2015					
*Academic Org: ART Q Dept of Art									
Page Break B	y Subject: 🕑	Include CSV File:	K						
Optional Crite	eria								
Academic Ca	reer: UGRD	Undergraduate Program	IS						
Subject:		Q							
🔚 Save 🖃 N	otify			📑 Add 🗾 U	Jpdate/Display				



Once the results have been posted they will be displayed in a .pdf file.

Report Process	ID: UC Insta	TTR001 nce: 5057	7400		Univ	ersity of Calg Course / Class	ary - Timetabling Page No. 4 Requirements Run Date 2014/03/0 Run Time 15:12:27
From Te	erm: W	inter 2014	To Term: Wi	nter 2014			
	Term 2141	Session 1	Assoc Class	Use Cat Req	Rgrmnt Nbr	Start Date	Rgrant Group for Assoc Class
	Class LEC	Section 03	Enrl Tot 25	Enrl Cap 25	Rørv Cap Seq 1 1	Rgrmnt Nbr 003508 003508	Start Date Cap Earl Regnant Group for Component 14-AUG-2013 0 BFA Art, DART & VIST Majors Only 01-AFR-2013 25 BFA Art, DART & VIST Majors Only
Lourse ART	243	Crse II 102195	Description Drawing II		Acad Org ART	Rgrmnt Nbr 001192	Effective Course Rgrmnt Group from Course Catalog 01-SEP-2010 PREREQUISITE: ART 241. (Please see Calendar Description for more information)
	Term 2141	Session 1	Assoc Class	Use Cat Req	Rgrmnt Nbr	Start Date	Rgrmnt Group for Assoc Class
	Class LEC	Section 01	Enrl Tot	Enrl Cap 25	Rørv Cap Seq 1 1	Rgrmnt Nbr 003508 003508	Start Date Cap Enrl Rgrmut Group for Component 14-AUG-2013 0 HFA Art, DART & VIST Majors Only 01-AFR-2013 25 HFA Art, DART & VIST Majors Only
	Term 2141	Session 1	Assoc Class	Use Cat Req	Rgrmnt Nbr	Start Date	Rgrmnt Group for Assoc Class
	Class LEC	Section 02	Enrl Tot 24	Enrl Cap 25	Rørv Cap Seq 1 1	Rgrmnt Nbr 003508 003508	Start Date Cap Enrl Rgrmnt Group for Component 14-MUG-2013 0 HFA Art, DART & VIST Majors Only 01-AFF-2013 25 HFA Art, DART & VIST Majors Only
	Term 2141	Session 1	Assoc Class	Use Cat Req	Rgrmnt Nbr	Start Date	Rgrmnt Group for Assoc Class
	Class LEC	Section 03	Enrl Tot 25	Enrl Cap 25	Rørv Cap Seq 1 1	Rgrmnt Nbr 003508 003508	Start Date Cap Enrl Rgrmnt Group for Component 14-AUG-2013 0 BFA Art, DATT & VIST Majors Only 01-AFF-2013 25 BFA Art, DART & VIST Majors Only
Course	253	Crse II 161874) Description Media Arts: P	rac & Theory II	Acad Org ART	Rgrmnt Nbr 004427	Bffective Course Rgrmnt Group from Course Catalog 01-MAY-2011 Prerequisite: ART 251. (Please see University Calendar for more descriptions.)
	Term 2141	Session 1	Assoc Class	Use Cat Req	Rgrmnt Nbr	Start Date	Rqrmnt Group for Assoc Class
	Class LEC	Section 01	Enrl Tot	Enrl Cap 44	Rørv Cap Seq	Rgrmnt Nbr	Start Date Cap Enrl Rgrmnt Group for Component
	Term 2141	Session 1	Appoc Class	Upe Cat Req	Rgrmnt Nbr	Start Date	Rgrmnt Group for Assoc Class
	Class	Section	Enrl Tot	Enrl Cap	Rørv Cap Seq	Rgrmnt Nbr	Start Date Cap Enrl Rgrmnt Group for Component