Adding Enrollment Requirement to a Section

This guide will cover:

- The procedure of adding additional enrollment requirements to a section of a schedule course.
- Note: For this documentation we will be accessing a course that has already been scheduled.

**Step One**

Navigate to the following breadcrumb:

Main Menu > Campus Solutions > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

**Step Two**

Look up the class section you wish to add the class requisite to and make sure that it has been setup correctly with a unique Class Association Number. Associated Class numbers are used to group sections of classes for purposes of changing certain catalog information for those section or for adding class requisites.

In the Search Criteria, enter the Term, Subject Area, and Catalog Nbr to locate your course. Then click Search.

REMEMBER: It is important to know that for each row of data returned you are getting all the class sections for that offering in the component.
Step Three
A results table will populate underneath the search criteria. It is important to make sure that you are updating your own class sections. The “Course Offering Nbr” is one data element that can be used to do that when a course is being offered by different colleges.

![Search Results Table]

Step Four
Click on the arrows on top of the page in the Class Sections group box to find the correct class section with the Associated Class number. If you have not yet setup one of the sections with a different ‘Associated Class’ number you can do that now.

Step Five
After users have found (or created) the correct class section with the unique Associated Class number navigate to Adjust Class Associations (see image below) component and find the same class section.

![Main Menu and Campus Solutions]

Step Six
Enter information for the search criteria for the fields: Institution, Term, Subject Area, and Catalog Nbr.

Step Seven
Click . You will again see the same class sections that you viewed in the Maintain Schedule of Classes component. Select the data elements for your offerings to view the data in the Adjust Class Associations component.

Step Eight
Click on the arrows on top of the page in the Class Association group box to find the Associated Class number for the section(s) you wish to add the prerequisite for.
Step Nine
Click on the ‘Class Requisites’ tab to add the class requisite to these associated classes.

Step Ten
Click on the magnifying glass for the Requirement Group field. Enter data in the fields provided to look for the Requirement Group (Prerequisite).

NOTE: For this example, information was entered in the Academic Group field with the value of 15 which is the College of Arts and Sciences.
Step Eleven
Click on a search result to select it as the prerequisite. This will be added as the Class Requisite to all sections of the identified course offering which share the Associated Class number.

Step Twelve
The class requisite selected will populate into the Requirement Group field. Users will not be able to write a long description in the text box field.

Step Thirteen
Click Save.

You have completed the steps of assigning class enrollment requirements to a class section.