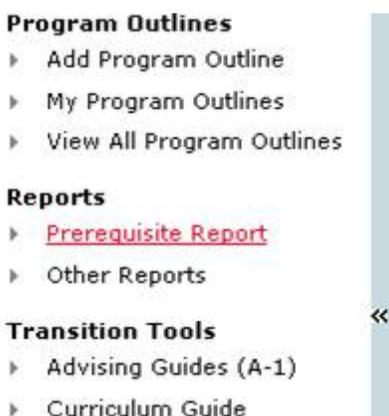


Here are the items that [Adrian Hall] spoke on [at UCUAADA 3/14/2012]:

A report on course prerequisites is available in [eCurriculum](#).

Note: Any advisor needing access to read info in eCurriculum can contact Adrian Hall at (adrian.hall@uc.edu) for this access. Those wishing to request other levels of access to modify information should contact their unit head, associate dean, or whoever serves as their college's eCurriculum user manager.

To view the report, enter eCurriculum, and click on "Prerequisites report" under the Reports heading on the left-hand side of the screen.



When viewing courses and diagnosing issues affecting students' registration, please consider whether it is most appropriate to request an individual permission, or if the prerequisite rule itself should be reexamined. Contact the appropriate office owning the course to request either an individual permission, or to ask for the prerequisite to be reconsidered.

Consider the following issues when identifying potential problems with the logic of existing rules:

- 1. Quarter course numbers must be entered – not just semester course numbers.** The system will read individual quarter course numbers, not just semester numbers. If only semester course(s) were entered, then the system will initially block all students from registering, as only quarter courses appear on their records. It is important to enter the particular quarter course numbers to include separate identifiers for the branch campuses (i.e. 15BIOL103, or 28BIOL103, or 34BIOL103).
- 2. Logic between using "and" versus "or" must be carefully entered.** Some prerequisites were entered to say that students must complete a course numbered 101, and 101H, when this was actually intended to be an "or" connection. This would prevent all students from adding without individual permissions.
- 3. Individual permissions must be entered into UniverSIS.** In situations where a professor wishes to make an individual exception and allow a certain student to bypass the prerequisite rule, that

particular student's info must be entered into UniverSIS. Professors cannot sign add slips to override a prerequisite, as OneStop's office will only refer the student back to the college offering the course when a prerequisite is in place. The same is true of courses requiring permission only to register. These professors will need to know which UniverSIS user to communicate with.

- 4. Prerequisite courses for dual-credit courses affect both undergraduate and graduate students.** If course numbers for a dual credit course have been entered as prerequisites, then this block will affect graduate students and undergraduate students alike. Typically, undergraduate course records are not stored in the system for graduate students coming from institutions other than UC, meaning that they would not be able to add any course if an undergrad course is a prerequisite.
- 5. Prerequisites affect all units offering the course.** If a course number is cross-listed, or if it is taught at more than one campus location, then the same prerequisite rules apply. It's sometimes important to communicate with another office when setting a prerequisite. It is also important to consider whether a prerequisite is appropriate for all different populations of students who will add (i.e. cross-listed courses that require one major's intro course might not be appropriate for the second discipline teaching the course).
- 6. The system works better when prerequisites are less complex.** The registration system must search each individual student's academic record, which puts some strain on the registration system. Keeping the prerequisite as simple as possible will help decrease the number of times that students will receive a busy signal when attempting to register online during peak periods. For example, if an intro sequence is required, it is best to require only "103" instead of "101, and 102, and 103" when this is possible.
- 7. For any questions about prerequisites, OneStop's office and website will each refer students to the college offering the course.** Colleges should consider how best to handle these phone calls and increased number of questions about prerequisites. A process should be ready at each central college office to quickly route communications to the appropriate offices/individuals.

Thanks very much,

Adrian

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