

On-Line Prerequisite Checking Request

Course _____
 Subject Area _____ Course Number _____ Title _____

Department _____ Phone _____

First Effective Date Summer 20__ Fall 20__ Winter 20__ Spring 20__

Instructions

Complete a separate form for each course for which on-line prerequisite checking is requested. Use the information describing valid values to complete the table of information below. Return signed form to Jennifer Hammonds, Office of the Registrar, Potter Hall, 2nd floor.

Valid Values

- Column 1: A = And, O = Or
- Column 2: Parenthesis is used for beginning the grouping of items
- Column 3: Test Code: See back of form for options
- Column 4: Score – Minimum test score
- Column 5: Subject Code of the Prerequisite
- Column 6: Course Number of the Prerequisite
- Column 7: Level – Student Level UG=undergraduate GR=graduate
- Column 8: Minimum grade to meet the pre-requisite (leave blank if not applicable)
- Column 9: Concurrency: Students can take the prerequisite course at the same time they are enrolled for the course that requires the prerequisite. N=No Y=Yes
- Column 10: Parenthesis is used for closing the grouping of items

Example: ACCT 300

ACCT 300 requires a student to have earned credit for ACCT 201 **OR** ACC 201C with a minimum grade of ‘C’ **AND** have a Test Code of COBA with a minimum score of 1 to meet the prerequisites.

1	2	3	4	5	6	7	8	9	10
A/O	(Test Code	Score	Subject	Course	Level	Grade	Concurrency)
	(ACCT	201	UG	C	N	
O				ACC	201C	UG	C	N)
A		COBA	1						

A/O	(Test Code	Score	Subject	Course	Level	Grade	Concurrency)

Comments

Approved:

_____ _____
 Department Head Date

Test Codes

A01	ACT English
A03	ACT Reading
A05	ACT Composite
COBA	COBA—Course Eligibility
MPE	MPE –Algebra