Defining Enrollment Course Lists

Course List Description:

Access the Course List Description Page.

In the Effective date field, enter the Effective Date using the mm/dd/yyyy format.

In the Description field, enter the Course List description.

In the Short Description field, enter a short description of the Course List.

Main Menu > Curriculum Management > Enrollment Requirements > Enrollment Course Lists > Add a New Value > Add

In the Long Description field, enter a long description of the Course List.

In the Academic Career field, enter the abbreviation for the appropriate Academic Career. Use the Search Feature as necessary.

To use the search feature: Click on the Search Button to the right of the field. A “Lookup” Pop-Up page will appear. As necessary, narrow down the search using the search field at the top of the Pop-Up page. Click on the appropriate link. The Pop-Up will close, and the field will populate with the selection.

Do you want the Course List to apply to the entire Academic Career or to a particular Academic Group?

Do you want the Course List to apply to the entire Academic Group or to a particular Academic Subject?

Particular Academic Group

Particular Academic Subject

In the Academic Group field, enter the abbreviation for the appropriate Academic Group. Use the Search Feature as necessary.

In the Subject Area field, enter the abbreviation for the appropriate Subject Area. Use the Search Feature as necessary.

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**Course List Detail:**

1. **From Course List Description**
   - Click on the Course List Detail Tab.

2. **In the Course ID field, enter the Course ID. Use the Search Feature as necessary.**

3. **Would you like to include Equivalent Courses?**
   - Yes → **Click to select the Include Equivalent Courses Checkbox.**
   - No or N/A → **Proceed to Course List Parameters**

4. **Would you like to add an additional Course?**
   - Yes → **Click on the Plus Sign to the right to add a new row.**
   - No → **Proceed to Course List Parameters**

5. **Would you like to add a Wild Card?**
   - Yes → **Click to select the WildCard Indicator Checkbox. New fields will appear. Select the appropriate data from the Academic Group, Subject, or Catalog Number menu.**
   - No → Proceed to Course List Parameters
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Course List Parameters:

From Course List Detail:

- Do you want to set Course List-specific parameters?
  - Yes
    - Click on the Course List Parameters Tab.
  - No

- To display the rows for all the courses, click on the View All link.

- Enter the desired information in the Min Units/Course field.

- In the Min Grade Points/Unit field, enter the Minimum Grade Point required to pass the course.

- In the Transfer Level Allowed field, select “Always Allow,” “Four Year Institution Only,” “Never Allow,” or “Two Year Institution Only.”

- Is there an additional course?
  - Yes
  - In the Min Grade Points/Unit field, enter the Minimum Grade Point required to pass the course.
  - In the Transfer Level Allowed field, select “Always Allow,” “Four Year Institution Only,” “Never Allow,” or “Two Year Institution Only.”

- Click on the Save Button. You have created an Enrollment Course List.

End of Processing.

Note: The Course List Parameters Tab allows you to set parameters that will specifically apply to all the classes on this Course List.

Alternately, Parameters can be set at the requirement level (see: Defining Enrollment Requirements), enabling multiple course lists to share the same parameters.

Parameters should always be set at the highest applicable level to avoid repetition and to allow for lists to be recycled.