Defining Enrollment Requirement Groups

Course Requisite:

Access the Course Requisite Page.

Enter an effective date later than the effective date for the applicable Requirement(s).

Note that for Tufts, the Effective Dates will be as follows:
- Fall Semester – 08/01/yyyy
- Spring Semester – 01/01/yyyy
- Summer Semester – 05/01/yyyy
- Annual Term – 04/01/yyyy

In the Description field, enter the Name of the Enrollment Requirement Group.

Note that the Long Description, Short Description, Report Description, and Report Long Description fields will automatically populate with the data entered in the Description field. Make changes as necessary.

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

Do you want this information to print in the Course Catalog?

Leave the Enable Catalog Print Checkbox Selected.

De-select the Enable Catalog Print Checkbox.

Proceed to Requisite Parameters...

Is this requirement group applicable to only one subject area?

Yes

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

No

Is this requirement group applicable to only one course?

Yes

In the Catalog Nbr field, enter the Course Catalog Number. Use the Search Feature as necessary.

No

© Tufts University, 2013
Defining Enrollment Requirement Groups

Requisite Parameters; Requisite Detail:

1. Do you want to specify parameters that will apply to all Requisite Detail lines in the Group?

   - **Yes**: Click on the Requisite Parameters Tab. Enter appropriate data in the Minimum GPA, Minimum Units, and/or Minimum Course Field(s). Ensure the appropriate Connector Type Radio Button is selected (“AND” or “OR”).
   - **No**: Click on the Requisite Detail Tab.

   In the Group Line Type field, select the appropriate Option from the Drop-Down. For example, “Requirement” or “Condition.” Note that the fields will change in accordance with the selection in the Group Line Type field. Enter data in the appropriate fields.

   - Click on the Requisite Detail Parameters Tab. Use this page to further define the details of Course or Wild Card Course group line types.

   - Proceed to add another requirement.

Note: Use the Exclude In-Progress Credit Checkbox to indicate whether in-progress classes are allowed to fulfill a requirement.
Defining Enrollment Requirement Groups

Add Another Requirement to the Group:

- From Requisite Parameters...
- Click on the Requisite Detail Tab.
- Click on the Plus Sign to the right. Then, click on the View All link.
- Select the Requirement Line Item specific Connector Type from the Drop Down ("AND" or "OR").
- In the Group Line Type field, select the appropriate Option from the Drop-Down. For example, "Requirement" or "Condition."
- Note that the fields will change in accordance with the selection in the Group Line Type field. Enter data in the appropriate fields.
- Would you like to add another requirement?
- Yes: Proceed to Attach the Requirement Group to a Course
- No: Proceed to Attach the Requirement Group to a Course

© Tufts University, 2013
Defining Enrollment Requirement Groups

Attach the Enrollment Requirement Group to a Course:

From Add Another Requirement

Click on the Save Button.

Access the Course Catalog Component by clicking on the Curriculum Management link at the top of the page. Navigate as follows: Curriculum Management > Course Catalog > Course Catalog.

Use the find an Existing Value page to search for the course to which you wish to attach the Enrollment Requirement Group. Click on the Search Button.

The Catalog Data Page will appear populated for the selected course. Click on the Plus Sign to add a new row. Note that the Effective Date defaults to the current date. Make changes as necessary.

Click on the Offerings Tab.

In the Requirement Group field, enter the Requirement Group Number. Use the Search Feature as necessary. Note that the Detail link can be used to review information about the selected Requirement Group.

Click on the Save Button. You have created an Enrollment Requirement Group and attached it to a course.

End of Processing.

© Tufts University, 2013