Defining Enrollment Requirements

Enrollment Requirement; Parameters:

- Access the Enrollment Requirement Page.
- Enter an effective date later than the effective date for the applicable Course List(s), but prior to the applicable Requirement Group.
- Enter a name for the Requirement in the Requirement Name field.
- In the Status Field, select the appropriate Status from the Drop-Down.
- In the Academic Group Field, enter the abbreviation for the Academic Group. Use the Search Feature as necessary.

Is this requirement applicable to only one subject area?

No

Do you want all parameters to apply to every line item of the requirement?

No

Proceed to Line Item...

Yes

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

Click on the 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”).

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

Enter an effective date later than the effective date for the applicable Course List(s), but prior to the applicable Requirement Group.

Note that the Description, Report Description, and Report Long Description Fields automatically populate with the data entered in the Requirement Name Field. Make changes as applicable.

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Line Item; Line Item Detail; Line Item Parm:

1. From Parameters...
2. Click on the Line Item Tab.
3. In the Line Type Field, select the Line Item Type from the Drop-Down.
4. Click on the Line Item Detail Tab.
5. Ensure that the Line Item Type reflects "CLST" for "Course List."
6. In the Course List field, enter the Course List Number for the Course List you wish to attach to this line item. Use the Search Feature as necessary.
7. Click on the Line Item Parm Tab.
8. As applicable, use the Line Item Parm page to enter GPA information for the Course List.
9. Would you like to add another Course List to this requirement?
   - No → Click on the Line Item Tab.
   - Yes → Click on the Plus Sign to the right. A new row will appear. Select either "AND" or "OR" from the Drop-Down to specify whether both courses apply, or if a student can choose one or the other.
10. Click on the Line Item Tab.
11. For each Line Item, enter data in the Line Name and Line Type fields.
12. Click on the Save Button. You have created an Enrollment Requirement.
13. Note that the System has assigned an Academic Requirement Number.

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