

## **PREREQUISITES AND REGISTRATION CONTROLS**

Course prerequisites, corequisites, registration controls, and candidacy requirements should be **reviewed by every department each term**. When a new term is rolled, the permanent (catalog-level) course prerequisites, corequisites, registration controls, and candidacy requirements will populate all new sections. A departmental staff member should run the Banner job submission reports to check prerequisites, registration restrictions, candidacy, and corequisites. The Scheduling Center will not deliver a printed copy of these reports.

It is the responsibility of the department to notify the Scheduling Center of permanent (catalog-level) changes to prerequisites, corequisites, candidacy requirements and registration controls. Departments must also identify courses requiring permission of department. The Scheduling Center will code courses accordingly and add a memo note visible on RaiderNet. Text (memo) notes are updated by term and are applied at the section-level only.

### **Banner Job Submission Reports:**

**SZRCATQ** – prerequisites and restrictions at the catalog level. Clearly mark changes on a printed copy and return to Anne Ford, Scheduling Center.

**SZRPREQ** – prerequisites and restrictions at the section level including DP (department permission). During schedule production, notify your scheduler of DP courses. Mark section prerequisite and registration restrictions on a printed copy of this report and return to Anne Ford, Scheduling Center.

**SZRCORQ** – corequisites at the section level for a specific term. Run SZRCORQ for the like term (i.e., 201110). Compare to courses offered for the current term (i.e. 201210). Attach a document to your schedule or send an email to your scheduler listing CRNS of courses to be co-requisites or mark on your schedule under the course information.