Student Records
Create an Enrollment Requirement Group of Academic Program

Overview

- Include requisites based on a variety of conditions including: Academic Level, Academic Program, Academic Plan, Academic Sub Plan, Academic Standing, Student Group and Course Pre-requisites and Co-requisites.
- Can be set up at the Schedule of Classes level in the Class Associations component or used for reserve capacity portions of classes.
- Can be attached to courses in the Course Catalog.
- Multiple course offerings can use the same enrollment requirement group or different ones.
- To create an enrollment requirement group, you will actually go into "setup" to update a table in SIS/PeopleSoft.

Steps

Create an Enrollment Requirement Group of Academic Program for Class to be attached through Class Associations- Class Requisites

1. Navigate to: Curriculum Management>Enrollment Requirements>Enrollment Requirement Groups.
2. Click Add a New Value.
3. Leave the Requirement Group field zero-filled. PeopleSoft will assign a sequential Requirement Group ID when the page is saved.
4. Click Add.
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1. Enter "01/01/1901" in **Effective Date**.
2. Enter **Status**. Select "Active" when adding a new enrollment requirement group. Select "Inactive" if your institution will no longer be using this enrollment requirement group.
3. Enter **Description**.
4. Enter **Short Description**.
5. Enter **Long Description**. This long description is important because it will be the description students see in self service when they are not able to enroll into the course.
6. **Report Description** and **Report Long Description** are copied from Description and Long Description put can be changed to different values if you want the ERG to show different descriptions when you run a Requirement Group Report.
7. Select **Enable Catalog Print**.
8. Review **Academic Institution**. The system populates this field by default. Value can be overridden. This is a required field.
9. (Optional) Enter **Academic Group**. This is not used by the system in any way during analysis of the enrollment requirement group. Helps in the search process when looking for an enrollment requirement group to attach to a course.
10. (Optional) Enter **Subject Area**. This is not used by the system in any way during analysis of the enrollment requirement group. Helps in the search process when looking for an enrollment requirement group to attach to a course.
11. (Optional) Enter **Catalog Nbr**. This is not used by the system in any way during analysis of the enrollment requirement group. Helps in the search process when looking for an enrollment requirement group to attach to a course.
12. Click the **Requisite Detail** tab.
1. Enter “Condition” in Group Line Type. This allows you to specify allowable values of data elements associated with the student. SIS will display fields appropriate to “Condition”.


3. Enter the Report Description and Report Long Description you want to show when you run a Requirement Group Report. (This is not visible to the Student but it is visible in the enrollment requirement summary page.)

4. Enter “Equal” in Condition Operator. This is used for comparison to the Condition Data.

5. Enter or select Condition Data. This specifies the value that is to be checked against the student's record.

6. Click Save.

**NOTE:** The Requirement ID number then needs to be attached to the Class Association – Class Requisites entry.