

APSS Guide to Enforcement of Requisites/Enrollment Requirements

Course Requisites – Pre- or corequisites are specific coursework or conditions that must be completed prior to or concurrently with enrollment. These can be enforced by PeopleSoft at the time of enrollment or not. **Requisites are automatically considered graduation requirements regardless if they are enforced at enrollment or not.*

Enrollment Requirements – Requisites, pre- and/or co-, enforced at the time of enrollment. Enrollment requirements are automatically listed on the Class Schedule.

Graduation Requirements – Specific coursework and conditions that must be completed prior to graduation.

What you should know before requesting enforcement of requisites/enrollment requirements:

1. You can request enforcement of existing requisites via the [CPCR](#) or by emailing [Zena Chan](#) in APSS. Enforcement requests must come through the department and be approved by the Chair. Note: if you need to change the requisite you *must* go through the [CPCR](#) process first.
2. Requisite enforcement/Enrollment Requirements will automatically be enforced at the course level*. This ensures they will roll down to every section each term.
**Requisites can be placed at the class level for enrollment management purposes but are limited to academic level, academic plan (specific major/minors/etc. codes), and/or student groups. These may roll from term to term depending on when they are placed. Email APSS@csuchico.edu for these.*
3. You can check for existing enrollment requirements using [CRA job 840](#). You can also view in PeopleSoft (PS) if you have access to view classes. Refer to the [Guide to Viewing Requisites](#).
4. APSS will only enforce what is approved and listed in the Catalog or a subset. Additions or changes to the requisite(s) must go through the [CPCR](#) process first. Recommended requirements will not be enforced.
5. PeopleSoft cannot enforce conditions that are not tracked in PeopleSoft. I.e., portfolios, pre-course test or assessments, etc.
6. Other programs – Enforcement of program requirements at the course level will automatically be built to include other programs that list the course as either required or an elective. By agreeing to the course being listed in those programs, you agree to accommodate the students in those programs.
Ex. 'XXXX majors must complete the lower-division core before enrolling in upper-division courses in the major'.
7. Changes to requisites will apply to *all* students and not according to declared catalog year. We can work with you to phase these changes in. Contact Zena Chan for more information. I.e.,

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brand new courses that haven't been offered yet, therefore students are not able to fulfill the new requisite yet.

8. Substitutions of Chico courses or transfer credit that can't be articulated, will only clear a graduation requirement on the Degree Progress Report (DPR), they will *not* clear enrollment requirements/requisites.
9. Transfer credit must be articulated to clear enrollment requirements. If you have a large transfer student population, we recommend reviewing your articulation agreements in ASSIST for the common requisite courses. If you need to update articulation agreements, contact Kara Maas Articulation Officer. Unarticulated transfer credit *may* clear generic GE requirements such as GE Area A2 or GE Area A4.
10. Minimum grading requirement listed on the requisite are also listed as a grading requirement for graduation for purposes of completion in DPR.
Ex. CSCI 111 requires C or higher to enroll in CSCI 211 and CSCI 111 will require a C or higher to satisfy the graduation requirement in the DPR.