

9.2 Creating Enrollment Requirement Groups

Purpose: Use this document as a reference creating enrollment requirement groups in ctLink.

Audience: Registration staff.

! You must have at least one of these local college managed security roles:

- ZC CM Enrollment
- ZD CM Enrollment
- ZZ CM Local Configuration

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Enrollment Requirement Groups are connected at the course or class level for prerequisites, co-requisites, anti-requisites, etc.

Creating Enrollment Requirements Groups

Navigation: NavBar > Navigator > Curriculum Management > Enrollment Requirements > Enrollment Requirement Groups

1. The **Enrollment Requirement Groups** search page displays. It defaults to the Find an Existing Value tab. In this example, we'll create a new requirement group.
2. Select **Add a New Value**.
3. Allow **Requirement Group** number to default to all zeroes. After you've created and saved your new requirement group, the system will assign a unique and permanent requirement group number.
4. Select **Add**.

Enrollment Requirement Groups

[Find an Existing Value](#) [Add a New Value](#)

Requirement Group

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

5. The **Course Requisite** tab displays. Enter information into the following fields:
 - a. **Effective Date:** Recommended to use 1/1/1901.
 - b. **Status:** Select "Active".
 - c. **Description, Short Description, Long Description, Report Description** and **Report Long Description** fields: The **Long Description** will display to students on catalog search and class search. Give specific details for students on these descriptions.
 - d. **Academic Institution:** Enter college code.
 - e. All other fields are optional.

 Please be diligent and always confirm that you are working with your institution's data.

6. Select the **Requisite Parameters** tab.

Course Requisite | Requisite Parameters | Requisite Detail | Requisite Detail Parameters

Find | View All First 1 of 1 Last

Requirement Group 000000

*Effective Date 01/01/1901 *Status Active

*Description ALP 8:30 - 1 *Short Description ALP 8:30 1

*Long Description ALP course consisting of ENGL& 101 and Write 95. When registering you must select BOTH classes and add them to your schedule at the same time.

*Report Description ALP 8:30 - 1

*Report Long Description ALP 8:30 - 1

*Academic Institution WA172 Spokane Falls CC

Academic Group

Subject Area

Catalog Nbr

Enable Catalog Print

Save Notify Add Update/Display Include History Correct History

Course Requisite | Requisite Parameters | Requisite Detail | Requisite Detail Parameters

7. The **Requisite Parameters** tab displays. Use it to specify overall GPA and unit requirements for all of the requisite detail lines in the group (all fields on this page are optional). The GPA, course and unit minimums that are entered apply to the overall course restrictions for the classes that are specified in the subsequent requirement pages. If needed, enter the Course Credit Parameters.
8. Select the **Requisite Detail** tab.

Course Requisite | **Requisite Parameters** | Requisite Detail | Requisite Detail Parameters

Find | View All First 1 of 1 Last

Requirement Group 000000 Description ALP 8:30 - 1

Effective Date 01/01/1901 Status: Active

Course Credit Parameters

Minimum GPA Default for Detail Level

Minimum Units Min Grade Points/Unit:

Minimum Courses

Detail Selection Parameters

Connector Type

AND OR

Save Notify Add Update/Display Include History Correct History

Course Requisite | Requisite Parameters | Requisite Detail | Requisite Detail Parameters

9. The **Requisite Detail** tab displays. It is where to select the courses, enrollment requirements or conditions that will be used as a pre-requisite or co-requisite for the course/class. ctcLink generates the line number as rows that are added to the Group Line Type box. The number determines the order in which ctcLink evaluates the detail lines. The number can be modified to change the evaluation order, but no two lines can have the same number.
- a. Select the appropriate value from the **Group Line Type** list:
 - I. **Condition:** Types of conditions include:
 - Test Scores (must be configured on the Define Tests for Requisites page)
 - Academic Programs
 - Academic Plans
 - Student Groups (must be configured on the Define Requisite Student Groups page)
 - Dynamic Conditions (must be configured on the Define Requisite Conditions page)
 - II. **Course:** To specify a specific Catalog ID or a specific class from a specified term
 - III. **Requirement:** To specify a specific Requirement (must be configured on the Enrollment Requirements page)
 - IV. **Wild Card Course:** Allows the user to select a range of courses based on subject and catalog number range.
 - b. Based on the **Group Line Type** selected, additional fields will open.
 - c. In this example we are using a Condition. Select the appropriate value from the **Condition Code** list.
 - d. Based on the **Condition Code** selected, fields will open, In the example of Test Scores this selection will allow you to select the **Test ID** (e.g. COMPASS) and the required **Test Component** (e.g. College Algebra) and score to meet the requirement.

- e. Select the **Add a Row [+]** or **Delete a Row [-]** buttons to add or remove additional line items. Based on type of group line item selected, additional requirement details can be inputted on the Requisite detail parameters tab.

10. Select the **Requisite Detail Parameters** tab.

Course Requisite | Requisite Parameters | **Requisite Detail** | Requisite Detail Parameters

Find | View All First 1 of 1 Last

Requirement Group 000000 Description ALP 8:30 - 1
Effective Date 01/01/1901 Status Active

Group Line Type Find | View All 1 of 1

*Line NEW [+]

*Group Line Type Condition

Report Description COMPASS TEST

Report Long Description COMPASS TEST

Academic Institution Spokane Falls CC

Condition Code Test Score

Test ID COMPASS

Test Component College Algebra

Condition Operator Greater Than

Test Score 53.00 Months Valid 36

Test Score Method Highest Score

Save Notify Add Update/Display Include History Correct History

Course Requisite | Requisite Parameters | Requisite Detail | Requisite Detail Parameters

11. The **Requisite Detail Parameters** tab displays. This tab will give additional fields that are available based on the group line type selected in the step above. For example: If the line item is a course, a specific number or courses units or GPA for that specified course can be added.

12. Select **Save**.

Course Requisite | Requisite Parameters | Requisite Detail | **Requisite Detail Parameters**

Detail Parameters Find | View All First 1 of 1 Last

Requirement Group 000000 Description ALP 8:30 - 1

Effective Date 01/01/1901 Status: Active

Course Validation Parameters Find | View 1 First 1 of 1 Last

Course Information: ALGEBRA III

Minimum Units 4.50 Min Units/Course

Minimum Courses Min Grade Points/Unit 3.00

Transfer Level Allowed Always Allow

Requirement Designation

Valid Begin Valid End

Course must be GPA material
 Test Credit is Allowed
 Other Credit is Allowed
 Exclude In-Progress Credit

Save Notify Add Update/Display Include History Correct History

Course Requisite | Requisite Parameters | Requisite Detail | Requisite Detail Parameters

13. Note the updated **Requirement Group** number.

Course Requisite | Requisite Parameters | Requisite Detail | **Requisite Detail Parameters**

Detail Parameters Find | View All First 1 of 1 Last

Requirement Group 004635 Description ALP 8:30 - 1

Effective Date 01/01/1901 Status: Active

Course Validation Parameters Find | View 1 First 1 of 1 Last

Course Information: ALGEBRA III

Minimum Units 4.50 Min Units/Course

Minimum Courses Min Grade Points/Unit 3.00

Transfer Level Allowed Always Allow

Requirement Designation

Valid Begin Valid End

Course must be GPA material
 Test Credit is Allowed
 Other Credit is Allowed
 Exclude In-Progress Credit

Save Notify Add Update/Display Include History Correct History

Course Requisite | Requisite Parameters | Requisite Detail | Requisite Detail Parameters

💡 When the requisite is saved, the system assigns the Requirement Group number. An enrollment requirement group should be assigned to a course in the course catalog. The **QCS_CM_CRSE_CATALOG_DATA** will give you the Enrollment Requirement Group Number attached to Courses that have requirements (It's the last column on this query output). **QCS_CM_CRSE_RQ_SCHED** lists the Courses offered in a given term with the Enrollment Requirement Group number for those with requirements. **QCS_CM_ENROLL_REQUIREMENT_USE** identifies Enrollment Requirement Groups that use a Requirement. **QCS_CM_CLASS_ENROLL_REQ** pulls the classes scheduled in the prompted term and the class requirements assigned to the class. You can see which classes have requisites at the class and/or course level.

14. Process complete.

! *The **Waitlist** process will only run for individual sections. Students must be manually added to the waitlist.*

Enrollment Request
Quick Enroll a Student
New Window | Help | Personalize Page

Quick Enrollment

Request ID: 000000000 Francis Ndless ID: 201297267
 Career: Academic Institution: Tacoma CC Term: 2020 FALL Submit

		Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides			
		Closed Class	Class Links	Class Units	Grading Basis	Class Permission	Dynamic Dates	Wait List Okay	WaitList Pos	
+	-	<input type="checkbox"/>	<input checked="" type="checkbox"/>	WaitList Pos						
+	-	<input type="checkbox"/>	<input checked="" type="checkbox"/>	WaitList Pos						

Go to [View Enrollment Access Student Services Center](#) [Enrollment Appointments Calculate Tuition](#) [Term/Session Withdrawal Study List](#)

Save
Notify
Add
Update/Display