

## Prerequisite Checks on Rosters

- The registrar's office runs the program that checks for whether or not students have met the course prerequisites and prints a note to this effect on the rosters in CUConnect and Web Operator. This prerequisite check program runs on a monthly basis starting at the end of the continuing student registration period through the beginning of the semester. (See "IMPORTANT NOTE" below.)
- If a student is listed as having failed a course prerequisite (see "IMPORTANT NOTE" below), faculty members may require students to submit proof that they have met the prerequisites for a class, but CANNOT REQUIRE students to submit entire transcripts. Students should be encouraged to conceal courses that are not applicable when showing transcripts to faculty for this purpose.
- If a student doesn't provide proof that they've met the course prerequisite, faculty or the academic department can administratively drop the student. Administrative drops need to be completed by the 3rd Wednesday of the semester.
- **IMPORTANT NOTE** – The course prerequisite check on rosters is limited in terms of what it can or cannot check. Here are a few reminders about the prerequisite checks:
  1. **SIS checks student records against the information on screen 141, which was taken from screen 135** (screen 135 information was approved by the faculty and/or department when the course was originally created).
  2. **Students who fail the prerequisites can be flagged for the reasons listed below. Note that some flags are due to student failure to meet prerequisites, while others are due to data not entered into the system.**
    - a. Student never took the prerequisite course.
    - b. Student took the course at another institution, and an equivalency has not been entered into the system. The following facts are relevant to interpreting transfer work problems:
      - Course taken at Colorado community colleges prior to 1988 will not have equivalencies entered into SIS.
      - Courses taken at other two-year colleges and at four-year colleges and universities are not entered into the system for students who entered UCB before spring 1993 (and possibly later for some students enrolled outside of arts and sciences).
      - Course equivalencies taken for courses taken at UCCS and UCD in many cases have not been entered into SIS.
    - c. Student took the prerequisite courses at UCB before summer 1988, when SIS began tracking student records.
    - d. Student is taking the prerequisite course concurrently. SIS cannot presently check concurrent enrollment or "corequisites".
    - e. Student failed the prerequisite course the first time, but passed it subsequently. SIS is designed only to check the first listing of the course.
    - f. SIS screen 141 is coded incorrectly.
  3. **SIS cannot check subjective or qualitative prerequisites such as the following:**
    - Prereq. of XYZ or equivalent
    - Excellent understanding of.....
    - Two upper division courses
    - Prereq. of XYZ recommended
    - Upper division standing
    - High school courses
    - Or one course in Latin American or Third World area
    - At least one course in comparative politics
    - Organic Chemistry advised
    - Cum gpa of XXX

**Questions on prerequisites should be directed to Academic Scheduling at x2-6619.**