Enrollment Requirement Groups

Enrollment Requirement groups are one way of managing enrollment in classes and reserving seats for a select population of students in PeopleSoft. Individual departments may contact the Registrar’s Office to discuss the option of adding an enrollment requirement group.

When to Use?
- Prerequisites
- Corequisites
- Restricting specific majors and/or minors to enroll in a class
- Academic level (e.g., seniors only)
- Admit type (e.g., freshmen, transfers)
- Student groups (e.g., international students only, Living Learning Communities)

What are the different levels that requirement groups can be applied to?
- Catalog Level – All students in every section of the class need to meet the requirement group to enroll.
- Section Level – All students in a particular section of a class need to meet the requirement group to enroll.
- Reserve Level – A specific number of seats can be held in a particular section of a class for a select population of students. Note: At this time, please refrain from assigning enrollment requirement groups on the reserve level for the Spring 2019 schedule of classes.

What does the Scheduling Office need to know to create a new requirement group?
- The requirement’s details (course, program code, academic status, level, etc.)
- Is this a requirement for all students?
- Does this apply to all sections or just one?
- Is the requirement group for a specific number of seats or does it apply to all seats?

It is mandatory that all requests for creating/adding/removing a requirement group be made first by contacting scheduling@albany.edu and indicating the course(s) and the restriction. Staff in the Registrar’s Office will review the request and act on it if appropriate after careful consideration.

A few things to keep in mind:
- If the requirements change, it will be necessary for you to bring this to our attention with the initial class schedule to give us time to build the group and test that it is working properly.
- Courses with enrollment requirement groups cannot be set to permission of instructor. Setting the course to permission of instructor, or department, will override the requirement group for the course.
- As a result of the DARS to PeopleSoft transfer credit conversion, enrollment requirement groups will now review transfer credit during prerequisite checking. It is no longer necessary for departments to keep permission numbers on hand for transfer students who have trouble enrolling.
- Please refrain from assigning enrollment requirement groups at the reserve level until notified by the Registrar’s Office. Reserve level requirement groups will be rolled at the beginning of the previous semester. Any reserves added prior to the roll will be deleted. The Registrar’s Office will send a communication notifying departments when they may begin adding requirement groups at the reserve level.
  - Reserves should NOT be used for prerequisite or corequisite checking.
To assist in efforts to manage enrollment requirement groups at the catalog and section level, we are providing departmental schedulers with the following query. This query will return a list of all scheduled classes by academic subject in a given term.

Using the Query Manager in PeopleSoft (Main Menu > Reporting Tools > Query > Query Manager), search for the following query: UASR_CLASSES_BY_SUB_REQ_GRPS

We highly recommend saving the query to your favorites for repeat access in the future. To do so, check the radio button next to the query, choose the “Add to Favorites” action and select “Go”.

We recommend running the query to HTML.

You may use the magnifying glass located next to the prompts to help you identify the information needed to successfully run the query.

From this query you will be able to identify assigned catalog and/or section level enrollment requirement groups.
Requirement groups at the reserve level are not included in this query. To view reserves assigned to sections within a department please use the UASR_RESERVES_BY_SUBJECT query. Please do not assign requirement groups at the reserve level until notice is received from the Registrar’s Office.