

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.

Enrollment Requirement Group Query

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_GRP

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".

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Query |

*Search By Query Name begins with UASR_CLASSES_BY_SUB_REQ_GRP

Search Advanced Search

Search Results

*Folder View -- All Folders --

Check All Uncheck All *Action Add to Favorites Go

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References
<input checked="" type="checkbox"/>	UASR_CLASSES_BY_SUB_REQ_GRP	ac classes 4trm,sub-requisites	Public		Edit	HTML	Excel	XML	Schedule	Lookup References

We recommend running the query to HTML.

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Query |

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*Folder View -- All Folders --

Check All Uncheck All *Action -- Choose -- Go

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References
<input type="checkbox"/>	UASR_CLASSES_BY_SUB_REQ_GRP	ac classes 4trm,sub-requisites	Public		Edit	HTML	Excel	XML	Schedule	Lookup References

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

UASR_CLASSES_BY_SUB_REQ_GRP - ac classes 4trm,sub-requisites

Term:

Subject:

View Results

Subject	Catalog	Class Nbr	Assoc	Class Assoc Rq Group	Descr	Also Use Catalog Requisite	Cat Rq Group	Descr	Consent
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From this query you will be able to identify assigned catalog and/or section level enrollment requirement groups.

UASR_CLASSES_BY_SUB_REQ_GRP

Term: 2189

Subject: AENG

View Results

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [PDF File](#) (256 kb)

View All

1-100 of 224

	Subject	Catalog	Class Nbr	Assoc	Class Assoc Rq Group	Descr	Also Use Catalog Requisite	Cat Rq Group	Descr	Consent
1	AENG	102Z	1742	1	000370	LLC Writing	Y	000617	Open to freshmen, sophomores and Creative Writing minors only	No Consent
2	AENG	102Z	3410	2			Y	000617	Open to freshmen, sophomores and Creative Writing minors only	No Consent

Section level enrollment requirement groups are listed here

Is the catalog level requirement group "turned on?" Y= Yes N= No

Catalog level enrollment requirement groups are listed here

Shows if you have permission of instructor or dept. on the course, which would override the requirement group

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.