Prerequisite Checking System Overview

There is now a computer program that checks undergraduate students for the completion of prerequisites at time of registration. If the prerequisite is not completed or in progress (IP on the student record), the student may not register for that course or join that waitlist.

The system encourages students with valid reasons to request an exception using a workflow process. Once the department approves this form, the student is allowed to add the course and is automatically sent an appropriate email. Departments may also deny permission or grant conditional permission, requiring a final grade for the prerequisite to be submitted, with the system again sending corresponding emails to students.

DEFINITION OF A PREREQUISITE
A prerequisite is a course (or courses) that has been entered in the prerequisite field of another course [using the MAUI workflow course library system], visible in the prerequisite field on ISIS.

These may also be used as prerequisites:
- The ALEKS and Math Placement Test 3
- World Language Placements Tests

Most prerequisites require only a passing grade of D-; others require a specific grade, such as a C- (if approved by the College). The student must meet this grade requirement if listed as part of the prerequisite.

Prerequisites for a course may be viewed in the ISIS schedule of courses or in the MAUI course library as well as in the departmental course list in the General Catalog.

REQUIREMENTS, COREQUISITES, AND REGISTRATION RESTRICTIONS
- Course requirements and recommendations are not checked by the system.
- Corequisites are not checked.
- Restrictions (such as honors, non-major; major; senior standing, etc.) are not prerequisites and are not checked by this system.

STUDENTS NOT INITIALLY BLOCKED
- Undergraduate students who are registering for their first time at Iowa in conjunction with an Orientation event are allowed to register for courses even if they do not have the prerequisite completed. These students may register without being blocked but must still provide proof of a final grade in the prerequisite course or will be removed three days before the start of the next semester from that particular course or its waitlist.
• Additionally, graduate students are not blocked during registration if a prerequisite is not completed but may be removed after they register by the department serving as the course’s administrative home.

EXCEPTIONS FOR PARTICULAR STUDENTS
Some students are taking a prerequisite at another accredited institution at the time they register for the next semester at Iowa. This prerequisite generally does not show up on the student record as in progress (IP) since the student has not yet asked for the credit to be transferred (since to be counted as transfer credit, a final grade in the course must be earned). There is thus a two-step exception process that students in this situation may follow.

STEP ONE FOR THE UNOFFICIAL REPORTING OF TRANSFER CREDIT TO FULFILL A PREREQUISITE
First, the student may request an exception if the student is currently enrolled in the prerequisite at another institution. In order to make this request, the student will fill out the “In Progress Transfer Work for Prerequisites” form available at the ISIS homepage after login. (Students will click on the Student Records tab at the top of the page and in the section called “Courses and Grades” will find the “In Progress Transfer Work” form.)

Students receive a link to this form if blocked from adding a course and are alerted in other ways about how to request an exception (see communication section below).

Students should complete the “In Progress Transfer Work for Prerequisites” form online and attach documentation, uploaded giving evidence of registration in the required prerequisite at another institution. This does not need to be an official document but must give proof of enrollment, showing the student’s name, the institution, the enrollment information, and the date. Screen shots or related “unofficial” documents are acceptable since official grades for fall at other institutions will not be officially entered for some time.

NOTE: Students are also using this form for all kinds of requests for exceptions. For now, any request may be processed through workflow using this form though it takes a bit more work to understand what the student wants. The departments can still use this form to have MAUI give the student conditional or permanent permission, saving departments time. Below is the student’s view of this exception form.
Once the student submits the above form, the departmental person on this custom workflow path charged with reviewing these requests will see this workflow “package” and will receive email reminders to deal with it.
Below is the view of the form as it will appear to the department after being sent through workflow.

DEPARTMENTAL VIEW OF FORM

INSTRUCTIONS FOR PROCESSING THE FORM AT THE DEPARTMENTAL LEVEL
Use the pull down menu in the “Special Permission Mode” field to select the type of permission to be given:

- **Conditional - Proof Required** means the student still needs to provide proof they have the proper prerequisites and will need to have that prior to the Prerequisite check prior to the start of the session.
- **In Progress UI Coursework** means the student is taking the appropriate Prerequisite but is not yet on their Grade Report. They will need to have completed this and have it posted prior to the start of the session.
• **Permanent**
• **Met - Proof Provided**

If you choose “conditional permission” the student automatically is given conditional permission by MAUI and can add the class but must later submit proof of a final grade in the related prerequisite.

The students automatically gets an email explaining this with instructions.

If you choose “permanent” permission, the student is enrolled permanently and does nothing else; the student receives a different email explaining this and MAUI gives the student permanent permission.

There are also two other choices in the pull down menu above, one used mostly by the system when it finds a student has the prerequisite in progress at UI. It will mark the student automatically as having **In Progress UI Coursework** so it can later find the student and make sure the student earned a passing grade. T.

Additionally, there is also the choice of **Met-Proof Provided**. The system notes this in its reports if it finds the student is already able to register since the prerequisite is met. This is done so the student is never removed by the system and so that you can see on the report on how each student met the prerequisite.

**NOTE:** To delete a duplicative form sent by a student, click on the red button to void the “package” and choose a reason for the void, in this case “duplicative form.”

**STEP TWO FOR UNOFFICIAL REPORTING OF TRANSFER GRADE TO FULFILL A PREREQUISITE**

Students given special permission are usually taking the prerequisite at another school during a semester when they register. They will not be able to send official evidence of a final grade through Admissions since the transfer of credit between institutions can be very slow.

Instead, students in this situation must submit unofficial evidence of the final grade using a second MAUI workflow form provided for this purpose. This form uses same workflow path as the first form requesting an exception and thus will be processed by the same person.

For example, a student could send a screen shot of grades from an online grade book or similar evidence. The student should include their name, ID number, the course taken at another institution, the number and name of the course, and the course at UI the student is register for.
When the students sends this form in by workflow, it will go automatically to the administrative home of the course, the same person is handling the prerequisite approval. If the “package” is approved by this person, the system makes sure the student will not be removed from the course. Just select the right choice in the prerequisite mode menu: Met-proof provided. The student will receive an automatically generated email stating this outcome.

See the Help site at the Registrar’s Wiki:
https://wiki.uiowa.edu/display/mauihelp/Special+Permissions

STUDENTS USING THE FORM FOR OTHER PURPOSES
The two forms above are the only ones available for students, but students have been encouraged to use transfer exception form if they have other reasons for an exception.

For a student to use the form for other purposes, they must fill out the red starred fields with “dummy” information such as for course numbers e.g. MMM: 0000; they should then write up their reasons for an exception in a letter and attach it as documentation, providing as much information as possible. An attachment is required for the form to be submitted.

Forms received with this information should also be considered for conditional or permanent permission to register.

FORMER PROCEDURES WILL CONTINUE
Students will continue to contact instructors and staff directly about special permission for courses as related to prerequisites and for other reasons; departments may continue to give special permission for a student according to the department’s internal policy. If the form is not used, special permission must be entered by hand using normal procedures. See for example, https://wiki.uiowa.edu/display/mauihelp/Special+Permission.

TIMELINE FOR AUTOMATIC REMOVAL OF STUDENTS
Students who do not pass (or earn the needed grade) for a prerequisite that is “in progress” will be removed automatically from the related course by the system. Likewise, students taking a prerequisite at another institution and given conditional permission to enroll must also present evidence of passing the course (with the needed grade) or they too will be removed.

- These students will be removed automatically from the course on the Thursday at 12:01 a.m. before classes start. (This can also be thought of as Wednesday night).
- For Spring 2016, students will be removed on midnight of January 14.
- Students might need to add additional courses at this time and may do so on ISIS through the fifth class day of the semester or in person with instructor permission until the add date passes (Monday, February 1 for Spring 2016).
Students will be warned automatically by the system that they will be removed from a course if they have not passed it or have not submitted proof from another institution of a grade in the course.

They will receive this message after UI grades are posted and one week before the student is removed from the course. The student will also receive an email saying the student has been removed from the course. Advisors will be copied on this email. See copies of these emails below.

HISTORY TOOLS AND REPORTS

As you know, workflow gives a history of all “packages,” with choices on how to find and filter these “packages.” See “My History” above if you need to find an older request.

Reports are also available by going to the offerings planner and finding the report link to prerequisite on the left hand side bar (half way done the page. See the box below. Here you can see at a glance how students in a course met the prerequisites and which ones still need to present proof of final grade. Be sure to click on the FILTER button to view the report.

SAMPLE REPORT
(Note: Student ID numbers with the link to the student record and HawkIDs have been removed re FERPA.)
AUTOMATIC EMAILS SENT TO STUDENTS

Remember, the student will receive a workflow email response from the department, telling the student the department's decision. If conditional permission is granted, the message will warn the student of the need to submit a final grade and how and when to do this. Below are these emails so you can see what students receive.

(NOTE: Students can also see what kind of permission has been granted by logging in to their ISIS account and visiting their Courses with Special Permission.)

1. Transfer Request Approved (Permanent) Template

From Address: registrar@uiowa.edu
From Name: UI Registrar
Subject: Transfer work for prerequisite request for ${courseNumber} - ${session} approved

Dear ${studentName},

Your request for prerequisite special permission to enroll in ${courseNumber} for ${session} has been granted. You have been granted permission to add this course. You may do so now if seats are available and registration is open: ${isisLink}

${workflowLink}

2. Transfer Request Denied Template

From Address: registrar@uiowa.edu
From Name: UI Registrar
Subject: Transfer work for prerequisite request for ${courseNumber} - ${session} denied

Dear ${studentName},

We are sorry to inform you that your request for prerequisite special permission to enroll in ${courseNumber} for ${session} has been denied.

Workflow Comments:
${commentsList}

${workflowLink}

For more information, please review the FAQ page at ${faqLink} or contact the managing department of the course at ${departmentEmail}.

3. Proof of Completion Still Needed Reminder Template

From Address: registrar@uiowa.edu
From Name: UI Registrar
Subject: Proof of completion of prerequisite for $\{courseNumber\} - $\{session\} not yet received

Dear $\{studentName\},

Your prerequisite special permission for $\{courseNumber\} in the $\{session\} session is still conditional because you have either not provided proof of completion via the provided form at $\{proofCompletionForm\}$, or have not submitted your relevant transcript to admissions. If you do not provide proof via one of these means, you will be dropped from $\{enrolledSection\}$ on $\{dropDate\}$.

If have any questions, please review the FAQ page at $\{faqLink\}$ or contact the managing department of the course at $\{departmentEmail\}$.

4. Administratively Dropped Template

From Address: registrar@uiowa.edu
From Name: UI Registrar
Subject: Prerequisite for $\{courseNumber\} - $\{session\} not met by deadline

Dear $\{studentName\},

We are sorry to inform you that you did not either provide proof of completion or meet the prerequisite for $\{courseNumber\}$ by the deadline of $\{dropDate\}$.

If have any questions, please review the FAQ page at $\{faqLink\}$ or contact the managing department of the course at $\{departmentEmail\}$.

5. Automatically Met Template

From Address: registrar@uiowa.edu
From Name: UI Registrar
Subject: Prerequisite for $\{courseNumber\} - $\{session\} met

Dear $\{studentName\},

We are happy to inform you that you are now meeting the prerequisite for $\{courseNumber\}$ and will not be removed by the prerequisite evaluation process.

OTHER POINTS

CHANGE OF REGISTRATION FORMS

- Change of Registration Forms with the appropriate signatures processed through Registrar’s Service Center will override the prerequisite checking process.
- Processing the Change of Registration form will grant the student Permanent Special Permission.
- Once a student is enrolled in the course removing the Permanent Special Permission will not automatically remove them from the course.
WAITLISTS

• Waitlists will check Prerequisites and will allow or block registration depending if the course work is on the student's record.
• If a student is granted Conditional Special Permission or Permanent Special Permission then they will be allowed to join a Waitlist.
• If a student has Conditional Special Permission and has not met the Prerequisites 3 days prior to the start of the session they will be removed from the Waitlist.
• If a student has Conditional Special Permission and receives a “Pending” offer from the Waitlist but have not met the Prerequisites 3 days prior to the start of the session they will be removed from the Waitlist.

COMMUNICATION WITH STUDENTS
Students have been educated about these above new procedures in a number of ways. If you are working with a student who seems unfamiliar with this change, please point the student toward these messages and to the related Q & A pages, below.

1. When a student visits the search page of the ISIS course schedule, a notice appears at the top of the page, reminding students of the policy. See the message below. There also is a link on this message to a page with the undergraduate policies, with additional links to undergraduate college Q & A pages.

2. When students log into their ISIS account and browse courses in the ISIS schedule, a notice will appear, telling them if they have completed a course’s prerequisite.
3. Another notice, below, tells undergraduates if they have not met the prerequisite, giving them a link to an exception form that allows them to report applicable transfer credit that does not yet show up on the student record.

![ACCT:3300:000A Valuation of Financial Claims](image)

4. Another notice reminds students to log in to see whether or not they have a prerequisite completed:

![ACCT:3300:000A Valuation of Financial Claims](image)

5. Students may also find the exception form after they log in to their ISIS page and go to the Student Records tab. Within the Student Records page in the section called Courses and Grades, students will see the link to the form to report transfer work for prerequisites. (Note that a student may also access their ACE online course forms from this column.)

![Course Evaluations (ACE)](image)

- Completed Grades
- Course Deadlines
- Grades in Progress
- Courses with Special Permissions
- Report Transfer Work For Prerequisites
6. Students additionally received the following information on their individual ISIS News & Information page:

- **IMPORTANT ANNOUNCEMENT CONCERNING UNDERGRADUATE REGISTRATION**
  - As you plan your future course schedule, keep in mind that you must have completed (or be currently enrolled) in a course’s listed prerequisites in order to add that course.
  - If you try to add a course and you have not successfully completed its prerequisites (or if the prerequisites are not on your student record as “in progress” or “IP”), you will be blocked from adding that course.
  - Questions? Visit this Q & A page.

7. On October 20, all undergraduates were sent individual ISIS messages, alerting them to this change in procedure: (see next page)

Did you know that undergraduates must always complete a course’s prerequisites? Prerequisites help you to succeed in a higher level course - and help you to earn your degree.

- Beginning with your next registration, you will not be allowed to add a course if the prerequisites are not successfully completed or “in progress.”
- You will be blocked from registering the course with the prerequisite.

If the prerequisite is “in progress” at UI, the registration system will check once your grades are posted to make sure you earned the required grade for the prerequisite.

- The system will remove any student who did not earn the required grade.

See the ISIS course description for details on any specific grade that you might need for a prerequisite. If a grade is not listed, then you only need to pass the prerequisite course.

What will happen if you are taking the prerequisite at another school?

- If there is no evidence of your current enrollment or of your completion of this prerequisite on your student record, you will be blocked from adding the course you want even though you are taking the prerequisite at another school.

There is a solution. Be sure to ask that your transcripts are sent to UI as soon as possible. Also be ready to provide proof of registration during early registration so that you can add the course until your permanent transcript is processed. Likewise, be ready to submit proof of your final grade in the prerequisite so that you will not be dropped automatically after UI grades are posted.

Some classes fill quickly! Have this transfer information ready to submit electronically from your computer before or during your registration period.

Visit this Q and A page for more information.

8. Finally, students received two email messages from the Registrar about this change, one was sent in October, the other in November.

Questions or suggestions? Please let us know.