Curriculum Manager Managing Prerequisites



LOGIN TO COURSE MANAGEMENT

		UNIVERSITY CASE.	DE FINANCIAL WELLNESS & PENN UNIVERSITY OF PENNEYCIANIA		
Student Registration & Financial Services			SEARCH (P) FULLMENU		
	Curric	culum Man	ager (CM)		
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Faculty & Staff Resources	workflows to	manage the curricular	approval process.		
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Courses InTouch	Access Curriculum Manager				
Curriculum Manager (CM)	Access Curriculum Manager				
Grading Guidelines					
Infodesk	Course	e Management	Program Management		
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Student Aid Management System (SAM)	Approval Queue CourseLeaf Console		CourseLeaf Console		
Student Employment Management System (SEMS)					
Student Record System (SRS)					
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University Classroom and Facility Scheduling	Functional Support	Details			
	Beal Time Support via BlueJeans	Request to video conference troubleshoot issues from w	e with CM team to ask questions and here you sit by contacting the CM team.		
	One-on-One Visits from CM	Schedule time for the CM to	am to come to you and your team to		

1. Access the Curriculum Manager Resource Page and click Course Management



WHAT ARE PREREQUISITES?

A Prerequisite is a course or other milestone that must be completed in order to register for a specific course.

- Prerequisites can be courses, test scores, academic level, specific majors, etc.
- Multiple prerequisites can be assigned to a single course
- Prerequisites can be 'in progress' and still allow a student to register

MANAGING PREREQUISITES

When editing a course, the Prerequisite widget will show any prerequisites currently applied to the course:

If there are no existing prerequisites, the table will be empty

Prerequisites (Course List)	Prerequisites (Course List)				
leasure usel	Choose 1 of the following options:				
	BIOL 1101 & BIOL 1102	Introduction to Biology A and Introduction to Biology B (May be taken concurrently)	3		
	BIOL 1121	Introduction to Biology - The Molecular Biology of Life (May be taken concurrently)	1		

To add more, edit existing, or delete prerequisites click the pencil icon (

To add a course to the options/list of required courses, select the course using one of the two ways listed below:

- Use the 'Select Subject' search in the top left to find the subject code of the prerequisite 1. course
 - a. Find the course
 - b. Use the double arrows to add to the listing

Biology (BIC	L)	×			
BIOL 0005	The Genomic Revolution: A First Year Seminar	-	-		Choose 1 of the following options:
BIOL 0006	Evaluating Medical Treatment: How Do We (and the FDA) Know What Works?			BIOL 1101	Introduction to Biology A
BIOL 0008	The Superbug Epidemic			BIOL 1121	Introduction to Biology - The Molecular Biology of
BIOL 0010	Ecological Consequences of Climate Change				
BIOL 0014	Descent with Modification: An introduction to the science of evolution		16		
BIOL 0021	This is Your Genome! - Fascinating Experiments in Heredity		>>		
BIOL 0992	Transfer Credit for Major				
BIOL 0993	Transfer Credit for Non-Major		<<	Comment:	
BIOL 1011	Humans in a Microbial World			Sequence:	BIOL 1102
BIOL 1015	Biology of Human Disease			Or Class:	(
BIOL 1017	The Biology of Food			Hours	L
BIOL 1019	Biological Science and Public Policy				
BIOL 1102	Introduction to Biology B				Indent
BIOL 1110	Introduction to Brain and Behavior	-		Minimum Grade:	
Quick Add:	Add Course		-		Concurrent
	Add Comment Entry				Move Up Move Down

2. Use the 'Quick Add' box to enter the subject code and course number and then 'Add Course'

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3. Click the red Log In Icon	Please Complete Lo In order to authorize you update, please click th complete your lo	g In ur ability to le icon to g in.
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and deactivate courses.) In the search box as a wild card. For example, h 3 "MATH" everything that contains "MATH". The rovides a list of predefined search categories to u Search	AATH* will find everything that starts system searches the Course Code, Titl rea. Archive History - OR - Propose New Cour	with "MATH", *MATH e e, Workflow step and C se Quick Sear
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and deactivate courses.) in the search low as wild card. For example, h 'MATH'. The verything that contains "MATH'. The voides a list of predefined search categories to search Title Intermediate Mongolian I Monument, Memory, and Place in South Asia	AATH* will find everything that starts system searches the Course Code, Tit as. Archive - OR - Propose New Cour Spring 2020 Spring 2020	with "MATH", *MATH e e, Workflow step and C Quick Sear Workflow AS Approver AS Curriculum Comm
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Any field boxed in red

is **REQUIRED**

MANAGING PREREQUISITES

To update the *display text* listed in the Prerequisite widget:

Prerequisites (Course List) 🥹	Prerequisites (Course List)				
	BIOL 1101 & BIOL 1102	Introduction to Biology A and Introduction to Biology B (May be taken concurrently)			
	BIOL 1121	Introduction to Biology - The Molecular Biology of Life (May be taken concurrently)	1		

1. Select the appropriate course that has been moved to the right and then make the required updates per the guidance below:



a. Comment: Information added here will appear in parenthesis () behind the course name

BIOL 1011 Humans in a Microbial World (course must be taken 1 in the Fall)

- **b.** Sequence: Used to add a course that needs to be taken along with the highlighted course
 - This inserts an "&" and "(and)" relationship to the course numbers and course title

BIOL 1011	Humans in a Microbial World	2
& <u>BIOL 1110</u>	and Introduction to Brain and Behavior	

- c. Or Class: Used to ass a course that can be taken in substitution of the added course
 - This inserts an "or" relationship to the course numbers

BIOL 1011

BIOL 1011	Humans in a Microbial World	1
or <u>BIOL 1019</u>	Biological Science and Public Policy	

d. Minimum Grade: Used to enter the minimum grade required if a student must complete a course and also earn a minimum grade in that course

Humans in a Microbial World (Minimum grade B-)

1

e. **Concurrent:** Check this box to confirm that another course must be completed or have current registration alongside the indicated prerequisite