# Curriculum Manager Managing Prerequisites



### LOGIN TO COURSE MANAGEMENT

Student Registration & Financial Services						
	Curric	ulum Man	ager (CM)			
UP TO MARKANN  Faculty & Staff Resources	Curriculum N new and exis	ting courses and progra	ication used to modify, track, and approve ams. CM uses electronic forms and			
Advisor InTouch	workflows to	workflows to manage the curricular approval process.				
Courses InTouch	Access Curriculum Manager					
Curriculum Manager (CM)						
Grading Guidelines						
Infodesk	Course	Course Management Program Management				
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Student Aid Management System (SAM)	Appro	Approval Queue CourseLeal				
Student Employment Management System (SEMS)						
Student Record System (SRS)						
Taition Distribution Process	Curriculu	m Manager Suppo	ort			
University Classroom and Facility Scheduling	Functional Support	Details				
	Real Time Support via BlueJeans		e with CM team to ask questions and here you sit by contacting the CM team.			
	One-on-One Schedule time for the CM team to come to you and your team to visits from CM provide support.					

#### 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	Prerequisites (Course List)				
(course rist) @	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 (B	OL)	~	L		
BIOL OUT	3 The Genomic Revolution: A First Year Seminar	-	•		Choose 1 of the following options:
BIOL 000	6 Evaluating Medical Treatment: How Do We (and th FDA) Know What Works?	e			Introduction to Biology A Introduction to Biology - The Molecular Biology of
BIOL 000	8 The Superbug Epidemic			BIOL 1121	The Molecular Biology of
BIOL 001	0 Ecological Consequences of Climate Change				
BIOL 001	4 Descent with Modification: An introduction to the science of evolution		Ф		
BIOL 002	1 This is Your Genome! - Fascinating Experiments in Heredity		>>		
BIOL 099	2 Transfer Credit for Major				
BIOL 099	3 Transfer Credit for Non-Major		<<	Comment:	
BIOL 101	1 Humans in a Microbial World			Sequence:	BIOL 1102
BIOL 101	5 Biology of Human Disease	_		Or Class:	
BIOL 101	7 The Biology of Food			Hours:	[
BIOL 101	9 Biological Science and Public Policy			riours.	
BIOL 110	2 Introduction to Biology B				Indent
BIOL 111	0 Introduction to Brain and Behavior	-		Minimum Grade:	
Quick Add:	Add Course		-	0.000	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	ur ability to le icon to
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, and deactivate courses. ) in the search box as a wild card. For example, N d "MATH" everything that contains "MATH". The rovides a list of predefined search categories to u Search	NATH* will find everything that starts system searches the Course Code, Titl iss. Archive History - OR - Propose New Cour	e, Workflow step and C
and deactivate courses. 1) 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	dATH* will find everything that starts system searches the Course Code, Titl rse. Archive - OR - Propose New Cour Committee Term	e, Workflow step and C
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and deactivate courses.  ) In the search box as a wild card. For example, A "MATH" search box as a wild card. For example, A "MATH" we verything that contains "MATH". The  Intermediate Mongolian I Monumers, Memory, and Place in South Asia New Materiali and Methods	AATH* will find everything that starts system searches the Course Code, Titl se. Archive Committee Term Spring 2020 Spring 2020	e, Workflow step and C se Quick Sear Workflow AS Approver
and deactivate courses. 1) In the search box as a wild card. For example, N 1 in the search box as a wild card. For example, N 1 with the search categories to u 5 search 10 10 10 10 10 10 10 10 10 10 10 10 10	AATH* will find everything that starts system searches the Course Code, Titl se. Archive - OR - Propose New Cour History - OR - Committee Term Spring 2020	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)				
	<u>BIOL 1101</u> & <u>BIOL 1102</u>	Introduction to Biology A and Introduction to Biology B (May be taken concurrently)			
	<u>BIOL 1121</u>	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