How to Apply Pre-Requisites


2. When searching, it’s best to have the Academic Institution, Term, and Subject Area filled in. This will return all of your classes in the term.

3. Note: If we canceled one of your classes for this quarter, it will still appear in this list. The class is canceled and will remain hidden to students, but administrators can always see canceled classes.
1. When you pull up the class you are looking to add a pre-requisite to, you will default to the Class Associations tab. Click on the Class Requisites tab on the far right.

2. You will see two sections, one for the Catalog Requisite, and one for Class Association Requisites. You can add a pre-requisite under Class Association Requisites, but if you need one under Catalog Requisite you will need to e-mail us.

3. Catalog Requisites are attached to any new section that is created. If you don’t want to use it on a certain section or just a certain quarter, deselect the “Also Use Catalog Requisite” box under Class Association Requests. That way you can choose to apply the pre-requisite at your own discretion without our assistance.

4. To apply a requirement group, enter in the six digit requirement group number, or if you do not yet know the number, click the magnifying glass and search for it by description. It is best to search by description when the dialog box pops up, and make sure to change “begins with” next to “contains” in the field next to “Description” before you put in the relevant information.

5. Once you have the number in the requirement group field, press the save button, and when the long description populates, your pre-requisite has been saved.

6. If you are unable to find a requirement group whose description fits your need, please e-mail us at registration@northwestern.edu to have one set up for you.