

Enrollment Requirements

Enrollment Requirement Groups, also known as requisites, can restrict student enrollment and allow certain students or groups of students to enroll in courses. Enrollment Requirement Groups can be based off of a student's level, program, major or minor, and courses completed. Some classes have Enrollment Requirement Groups associated with and built into the course at the catalog level, and other classes have Enrollment Requirement Groups which are added to classes section-by-section on a quarterly basis.

Enrollment Requirement Groups can be added to classes in two ways:

- Pre-Requisites
- Reserve Capacity Requirement

To add or adjust an Enrollment Requirement Group attached to a course at the catalog level, please email Registration & Scheduling at registration@northwestern.edu

How to Apply Pre-Requisites:

Adjust Class Associations

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

Find an Existing Value

▼ Search Criteria

Academic Institution:

=

NWUNV

▼

Term:

=

4500

▼

Subject Area:

=

BIOL_SCI

▼

Catalog Nbr:

begins with

▼

Academic Career:

=

▼

Session:

=

▼

Course ID:

begins with

▼

Course Offering Nbr:

=

▼

Description:

begins with

▼

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Search Results

View All

First 1-28 of 28 Last

| Academic Institution | Term | Subject Area | Catalog Nbr | Academic Career | Session | Course ID | Course Offering Nbr | Description |
|----------------------|------|--------------|-------------|-----------------|---------|-----------|---------------------|----------------------|
| NWUNV | 4500 | BIOL_SCI | 103-0 | Undergrad | Regular | 001362 | 1 | Diversity of Life |
| NWUNV | 4500 | BIOL_SCI | 105-6 | Undergrad | Regular | 001364 | 1 | Freshman Seminar |
| NWUNV | 4500 | BIOL_SCI | 109-0 | Undergrad | Regular | 018011 | 1 | The Nature of Plants |

1. Navigate to **Curriculum Management -> Schedule of Classes -> Adjust Class Associations**. The above search page will appear.
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.

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.

2. 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.
3. 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 Registration & Scheduling.
4. 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 Requisites. That way you can choose to apply the pre-requisite at your own discretion without our assistance.
5. To apply a requirement group, enter in the six digit requirement group number, or if you don't know the number yet, 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" to "contains" in the field next to "Description" before you put in the relevant information.
6. 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.
7. If you are unable to find a requirement group whose description fits your need please use the Request for Pre-requisites form and send to registration.

[Favorites](#) | [Main Menu](#) > [Curriculum Management](#) > [Schedule of Classes](#) > [Adjust Class Associations](#)

[Class Associations](#) | [Class Components](#) | **[Class Requisites](#)**

Course ID: 001364 **Course Offering Nbr:** 1

Academic Institution: Northwestern University

Term: 2013 Spring **Undergrad**

Subject Area: BIOL_SCI **Biological Sciences**

Catalog Nbr: 105-6 **Freshman Seminar**

Session: 1 **Regular Academic Session**

Catalog Requisite

Requirement Group: 002179 [Detail](#) **Freshman Seminar:** Frosh & Sop

Long Description:

Class Association Requisites [Find](#) | [View All](#) [First](#) **1 of 1** [Last](#)

Associated Class: 20 ☒ **Also Use Catalog Requisite**

Requirement Group: [Detail](#)

Long Description:

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#)

[Class Associations](#) | [Class Components](#) | [Class Requisites](#)

How to Apply Reserve Capacity Requirement:

1. Navigate to **Curriculum Management -> Schedule of Classes -> Maintain Schedule of Classes** and search for the class you want to update.
2. Select a class and choose the **“Reserve Cap”** tab. (You may only see Class Reserve Capacity under the “Use” menu depending on your security access.)
3. Select a “Start Date” for the reserve capacity. Reserve capacities can only be used to restrict registration before any one student has added the class, so if your department is planning to participate in pre-registration, all reserve requirements must be set up **BEFORE** pre-registration begins.
4. To add 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. Enter in how many seats you want this reserve requirement to reserve for that group and click Save. Note that you cannot set a Reserve Requirement once students have already registered.

NOTE: If you need to reserve a class for more than one group of students (for example, if 20 of the seats are for Undergraduates and 10 of the seats are for Graduate students) you will need to add a row at the “Reserve Capacity Sequence” Line. If you add a row at the “Reserve Capacity Requirement Group” line, the reserve capacities will not function correctly. (See below)

The screenshot shows the 'Reserve Cap' tab for Course ID 001364, Course Offering Nbr 1. The 'Reserve Capacity' section shows a single row with 'Reserve Capacity Sequence' 1 and 'Enrollment Total' 0. The 'Reserve Capacity Requirement Group' section shows a single row with 'Start Date' 02/15/2013, 'Requirement Group' 000055, and 'Description' Undergraduates Only. The 'Class Sections' table shows Session 1, Class Section 20, Component Seminar, Class Nbr 34025, Event ID 000145295, and Units 1.00.

The Correct Way



The Incorrect Way



The screenshot shows the 'Reserve Cap' tab for the same course. The 'Reserve Capacity' section shows a single row with 'Reserve Capacity Sequence' 1 and 'Enrollment Total' 0. The 'Reserve Capacity Requirement Group' section shows two rows: one for Undergraduates Only with 'Cap Enrl' 20, and one for Graduate Students Only with 'Cap Enrl' 10. The 'Class Sections' table is the same as in the correct setup.

NO