Pre-Requisite Enforcement (Extended Booking Rules)

Pre-requisites, Co-requisites, and Conditional Booking

University of Kentucky

What are Course Pre-requisites (Extended Booking Rules)

Extended Booking Rules, more commonly known as **Pre-requisites**, can be applied at the course level to restrict enrollment based on completion of a certain course or on the achievement of certain test scores, grades, or high school GPA.

Pre-requisites can be either **ON for all sections** of a course or **OFF for all sections** of a course. They cannot be applied section by section, and they cannot be applied on a term-by-term basis.

Course pre-requisites **are not** enforced by default. Enforcement must be requested by each department during the event planning period.

If a course has an approved pre-requisite enforced, further pre-requisites can be added only if adding the new them will make it less restrictive for students to register for the course. Pre-requisites cannot be added or removed from a course if doing so will make it more restrictive for students to register.

Course pre-requisites operate independently of Controlled Enrollment and/or Booking Rules. A course can have a Pre-requisite, a Booking Rule, and Controlled Enrollment all at the same time.
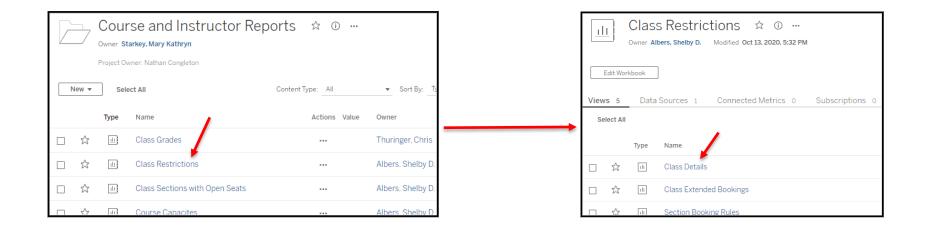
Step 1: To determine whether a course has any approved pre-requisites, you can look up the course in the Course Catalog and check for any Pre-reqs listed under the course title.

Step 2: You can use the Class Restrictions Details report in Tableau to determine whether a course has an enforced pre-requisite.

NOTE: If you are unable to access these reports in Tableau, you can request access by submitting the access request form on the Tableau website: Tableau Server Access

Step 3: You can filter the report by Term, College, Prefix, etc. as needed to narrow down results. To see whether the selected courses have enforced pre-requisites, use the "Has Extended Booking" filter.

Step 4: This report can be downloaded for easier viewing. Click anywhere in the rows of data, then click "Download". Select the "Crosstab" option in the pop-up window.

Step 5: Once you've determined which courses do and do not have pre-requisites enforced, you can use the Class Extended Booking Report to see what those pre-requisites are.

This report can also be filtered and downloaded as needed.

Step 6: Once you've determined which courses do and do not have pre-requisites enforced, and which pre-requisites will need to be added, you can send requests for any necessary pre-requisites to course.scheduling@uky.edu so that our team can enter them into the system.

IMPORTANT REMINDERS:

Pre-requisites can be a single course, multiple courses, or grade in a previous course.

Co-requisites require students to register for a certain course before being able to register for the course.

Conditional Booking is defaulted to ON – this allows students to register in the course as long as they have either completed or are currently completing the pre-requisite course(s). If **Conditional Booking** is turned OFF, students will be required to have fully completed the pre-requisite course(s) before they'll be able to register for the course.

Questions?

Contact **Course Scheduling** at
course.scheduling@uky.edu