

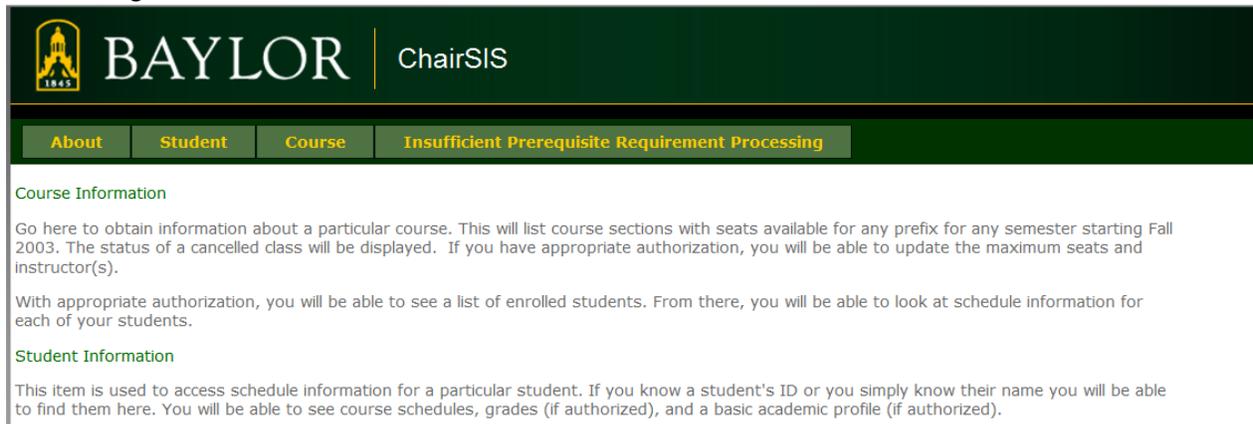
Office of the Registrar

Insufficient Prerequisite Requirement Process

Instructions for Department Chairs

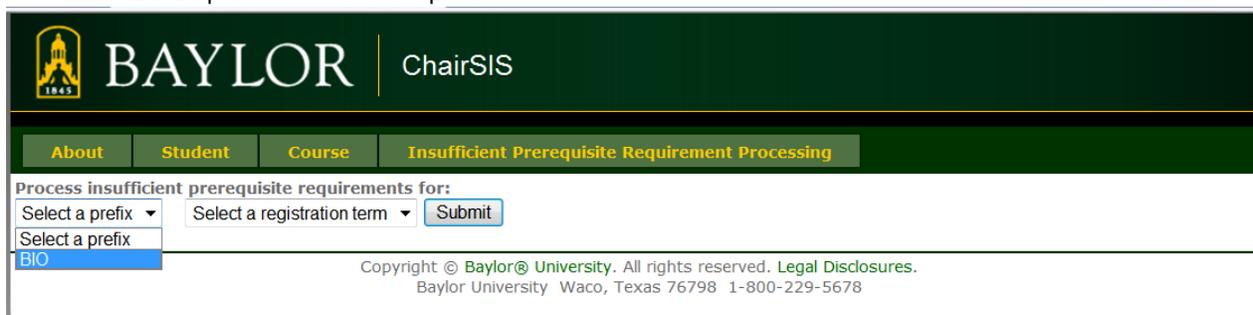
Instructions

- Log into ChairSIS



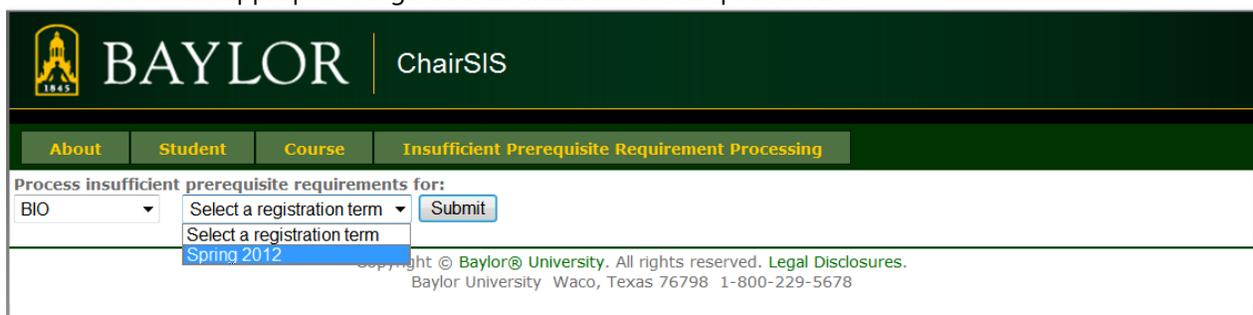
The screenshot shows the ChairSIS interface with the 'Insufficient Prerequisite Requirement Processing' tab selected. The page includes a header with the Baylor University logo and 'ChairSIS' text. Below the header is a navigation menu with tabs for 'About', 'Student', 'Course', and 'Insufficient Prerequisite Requirement Processing'. The main content area is titled 'Course Information' and contains text explaining how to obtain course information and update seats/instructors. Below this is a 'Student Information' section explaining how to access student schedules and grades.

- Select tab for "Insufficient Prerequisite Requirement Processing"
- Depending on the department there may be more than one course prefix to choose from. Choose a course prefix from the drop-down list.



The screenshot shows the ChairSIS interface with the 'Process insufficient prerequisite requirements for:' form. The form has two dropdown menus: 'Select a prefix' and 'Select a registration term', and a 'Submit' button. The 'Select a prefix' dropdown is open, showing 'BIO' as the selected option. Below the form is a copyright notice for Baylor University.

- Select the appropriate registration term from the drop-down list.



The screenshot shows the ChairSIS interface with the 'Process insufficient prerequisite requirements for:' form. The 'Select a registration term' dropdown is open, showing 'Spring 2012' as the selected option. The 'Submit' button is visible. Below the form is a copyright notice for Baylor University.

- Once a term is selected, a list of classes will populate with the selected course prefix for which decisions need to be made. If a class does not contain a student with insufficient prerequisite requirements, it will not appear in the list. To work on a particular class, click the Select link to the right of the class on the same line.



[Return to term and prefix selection](#)

There are students registered in the following courses who have not met all of the prerequisites for the course.

Select a course to view students and prerequisites.

Term	CRN	Course	Title	Date Dept. Submitted	
201210	11391	BIO 1105-01	Mod Concp Bioscience Lab		Select
201210	28027	BIO 1105-02	Mod Concp Bioscience Lab		Select
201210	11429	BIO 1106-02	Mod Concp Bioscience Lab		Select
201210	12002	BIO 1305-01	Mod Concepts Bioscience		Select
201210	12006	BIO 1305-02	Mod Concepts Bioscience		Select
201210	19900	BIO 1306-03	Mod Concepts Bioscience Cont		Select
201210	12031	BIO 1306-04	Mod Concepts Bioscience Cont		Select
201210	12035	BIO 1306-05	Mod Concepts Bioscience Cont		Select
201210	22011	BIO 2106-01	Genetics Laboratory		Select
201210	12181	BIO 2306-01	Genetics		Select
201210	12183	BIO 2306-02	Genetics		Select
201210	12185	BIO 2306-03	Genetics		Select
201210	17040	BIO 2401-01	Human Anatomy & Phys I		Select
201210	12205	BIO 2402-01	Human Anatomy & Phys II		Select
201210	12269	BIO 3422-01	Human Physiology		Select
201210	28187	BIO 3425-01	General Human Anatomy		Select
201210	12418	BIO 4108-02	Cell & Develpmntl Bio Lab		Select
201210	12433	BIO 4307-01	Physiology/Biochem of the Cell		Select

- Once a class is selected, a list of students will display for which a decision is needed, along with the pertinent information concerning that student’s pre-requisite situation.
 - For easy reference, the published prerequisites for the course are listed under the course section and name (top left)
 - All course and test score prerequisite information is shown for each student
 - The Registration Overrides (Permits/Waivers) column indicates if the student has an override for the class in question.
 - Return to the list of classes at any time by clicking “Return to Course List” (top left)
- Important Processing Information:
 - Indicate drop decision in the second column for each student – to drop (or not) from the class. Check the box to drop the student or leave the box unchecked if you want to leave the student in the class. For convenience, options to check all or remove all checks is available below the column header.
 - You should not click the “Submit to Registrar” button until you are **completely finished with all decisions** for this class. This is the final decision for this class. After submitting to Registrar, no changes can be made in ChairSIS. Any changes after clicking Submit must be handled by phone or email to the Office of the Registrar staff.



[Return to Course List](#)

BIO 1305-01 Mod Concepts Bioscience

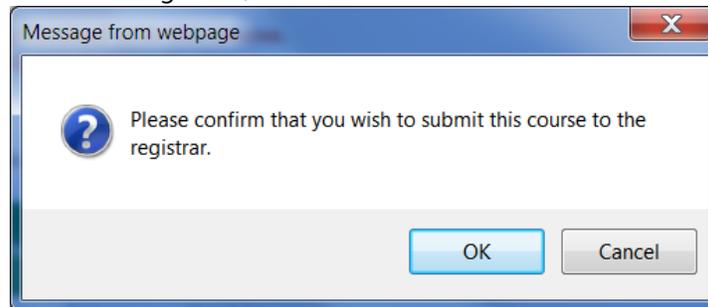
Prerequisite(s): Satisfactory performance on the ACT or SAT or completion of MTH 1304 with a grade of B or better or completion of MTH 1321 with a grade of C or better.

**Do not submit to registrar until you are completely finished with this course.
You will not be able to make changes after you click Submit to Registrar.**

Students missing one or more prerequisites for **BIO 1305-01 Mod Concepts Bioscience**
Spring 2012

Student ID	Drop? Click here to check all. Click here to remove all checks.	Permit/ Waiver	Course Prerequisites				Test Score Prerequisites	
			Prefix	Number	Term Taken	Grade	Test	Test Score
891182308	<input type="checkbox"/> Check to drop Handy Bear		MTH	1304	Fall 2011	C	ACT Math	22
							SAT Mathematics	500
890961501	<input type="checkbox"/> Check to drop Jackie Bear		MTH	1321	Fall 2011	F	ACT Math	20
			MTH	1304	Fall 2010	C	SAT Mathematics	500

- After clicking "Submit to Registrar", confirm submission



- Click Return to Course List (top left) to go back to your list of classes.
- On the list of classes, the date of submission will be visible. Once all dates are filled on this page, the prerequisite/insufficient grade process is complete for the prefix. To process other course prefixes or additional terms, click on "Return to term and prefix" selection to process those lists.