Instructions

- Log into ChairSIS

- 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.

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

- 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.
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.
• 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.