

How to Place Class Requisites

Class Requisites can be placed on classes to restrict both enrollment and wait listing. Class Requisites apply to the entire class.

- From the **Main Menu**, navigate to: **Curriculum Management>Schedule of Classes>Adjust Class Associations**.

Enter the information in the **Term, Subject Area, Catalog Nbr** or use the magnifying glass to search for it.

The screenshot shows the 'Adjust Class Associations' page in the Berkeley Student Information System. The breadcrumb trail is: Favorites > Main Menu > Curriculum Management > Schedule of Classes > Adjust Class Associations. The page title is 'Adjust Class Associations'. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A 'Find an Existing Value' button is present. The 'Search Criteria' section contains several fields: 'Academic Institution' (dropdown), 'Term' (dropdown with '2182' entered), 'Subject Area' (dropdown), 'Catalog Nbr begins with' (dropdown), 'Academic Career' (dropdown), 'Session' (dropdown), 'Course ID begins with' (dropdown), 'Course Offering Nbr' (dropdown), and 'Description begins with' (dropdown). A 'Case Sensitive' checkbox is also present. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'Search' button is highlighted with a red box.

- Select **Search**.

- Go to the 3rd tab **Class Requisites**. In the **Class Association Requisites** section, use the magnifying glass to find the **Requirement Group** you would like to apply.

Note: Do not uncheck the “Also use Catalog Requisite”.

The screenshot shows the 'Class Requisites' tab selected. The 'Class Association Requisites' section is highlighted with a red box. It includes a search field with a magnifying glass icon and a 'Detail' link. The 'Also Use Catalog Requisite' checkbox is checked. The 'Save' button is also visible at the bottom.

- Select the **Requirement Group** you want.

The screenshot shows the search results for the requirement group. The 'Save' button is highlighted with a red box. The search results table is visible, with the 'Sophomore Only' requirement group highlighted in red. The table has columns for Academic Group, Subject Area, Catalog Nbr, Requirement Group, and Description.

Academic Group	Subject Area	Catalog Nbr	Requirement Group	Description
(blank)	(blank)	(blank)	000003	Freshmen Only
(blank)	(blank)	(blank)	000004	1-2 Terms in Attendance
(blank)	(blank)	(blank)	000006	7-8 Terms in Attendance
(blank)	(blank)	(blank)	000007	Sophomore Only
(blank)	(blank)	(blank)	000012	Seniors Only
(blank)	(blank)	(blank)	000013	Sophomore Junior Senior Only
(blank)	(blank)	(blank)	000014	1-4 Terms in Attendance
(blank)	(blank)	(blank)	000028	Visitors Only
(blank)	(blank)	(blank)	000030	Freshmen and Sophomores Only
(blank)	(blank)	(blank)	000031	3-4 Terms in Attendance
(blank)	(blank)	(blank)	000032	Juniors Seniors Only
(blank)	(blank)	(blank)	000033	5-6 Terms in Attendance
(blank)	(blank)	(blank)	000053	5-8 Terms in Attendance

- Select **SAVE**.

Support:

For questions or assistance, please contact SIS Production Support:

- Email: sishelp@berkeley.edu
- Call 510-664-9000 (press option 6)

For additional SIS resources, please visit:

- <http://sis.berkeley.edu/training>