S3 Admin Console Course Coreqs and Prereqs Guide

The following is information on how to enter course pre-reqs and co-reqs on the S3 Admin Console.

Pre-reqs and co-re-reqs are to be set/entered 3 weeks before each semester registration period begins. They are set by course – not course section.

SETTING PREREQUISITES

First, log into the S3 Admin Console. Choose “Course” under tabs. Type in the course number you want and click “Find”. The system will bring up the course. Then, click on the course.

On the next screen, click on the “Sections” tab. This will bring up a list of “Section Info” and “Registration” sections on the left-hand side. *Remember to double check you are in the correct semester.*
Then you will click on “Manage Prerequisites”. On this screen there will be a gear tool on the right-hand side. This tool will let you Add, Update, and Delete Prereqs.

If you click on “Add Prereqs” the following drop down menu will appear on the screen. And there will be templates to fill in.
**TEMPLATE EXPLANATION**

An **"ANDS"** is a list of “all” courses that must have be taken separated by a comma.

For example: enter 15100, 15200, 15300 in the box.

The prereq will look like this when finished (15100 and 15200 and 15300).

An **"ORS"** is a list of courses that the student only needs to take one of, separated by a comma.

For example: enter 20100, 20200, 20300 in the box.

The prereq will look like this when finished (20100 or 20200 or 201300).

An **"AND_BLOCKS_ORRED"** is a *(this and this) OR (this and this)* course requirement. Also separated by a comma in each block for multiple courses.

For example: enter 30100, 30200, 30300 in the first box and enter 40100, 40200, 40300 in the second box.

The prereq will look like this (30100 and 30200 and 30300) OR (40100 and 40200 and 40300) when finished.

Another example: enter 30100, 30200 in the first box and enter 30500 in the second box and enter 40100, 40200, 40300 in the third box.
The prereq will look like this (30100 and 30200) OR (30500) OR (40100 and 40200 and 40300)

NOTE: IF YOU WANT TO ADD ADDITION BLOCKS, YOU WOULD CLICK ON THE “+ADD”, AND IT WILL BRING UP ANOTHER BOX FOR YOU TO COMPLETE. IF YOU CLICK ON THE “-REMOVE”, IT WILL REMOVE THE LAST BOX YOU FILLED IN.

An “OR_BLOCKS_ANDED” is a (this or this) AND (this or this) course requirement. Also separated by a comma in each block for multiple courses.

For example: enter 50100, 50200, 50300 in the first box and enter 60100, 60200, 60300 in the second box.

The prereq will look like this (50100 or 50200 or 50300) AND (60100 or 60200 or 60300) when finished.

Another example: enter 50100, 51200 in the first box and enter 50300, 60100 in the second box and enter 60200, 60300 in the third box and enter 70100 in the fourth box.

The prereq will look like this (50100 or 51200) AND (50300 or 60100) AND (60200 or 60300) AND (70100)

NOTE: IF YOU WANT TO ADD ADDITION BLOCKS, YOU WOULD CLICK ON THE “+ADD”, AND IT WILL BRING UP ANOTHER BOX FOR YOU TO COMPLETE. IF YOU CLICK ON THE “-REMOVE”, IT WILL REMOVE THE LAST BOX YOU FILLED IN.

SETTING COREQs

When setting your coreqs, you go to the same screen where you begin the prereq process, except you will select “Manage Corequisites”
Here you will only get one box to fill in. All “coreqs” are “and”. You will list your course(s) using a comma in between each course. Then you will click on “SAVE” OR “CANCEL”.

**ANTI-REQS (Negative Prereqs)**

This is where a student is not permitted to take “one” course if they have already taken “another”. This is decided upon by the teaching department(s) and cannot be entered on the S3 Console. This request needs to be sent to registration@andrew.cmu.edu, and the University Registrar’s Office will enter that for you.

**SYNONYMS**

Synonyms are courses that are the same as or equal to each other. This is also decided upon by the teaching department(s) and cannot be entered on the S3 Console. This request needs to be sent to registration@andrew.cmu.edu, and the University Registrar’s Office will enter that for you.