



# S3 Course Coreqs & Prereqs Guide



# S3 Admin Console Course Coreqs & Prereqs Guide

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This guide contains information about entering course prerequisites and corequisites within the S3 Admin Console.

Prereqs and coreqs are to be set/entered **three weeks** before each semester registration period begins. They are set by course, not course section.

# Table of Contents

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Getting Started.....	4
Setting Corequisites.....	5
Setting Prerequisites.....	7
Understanding the “Add Prerequisite” Template.....	9
Other Terms.....	12

# Getting Started

Log into the S3 Admin Console and choose the **Course** tab.

Enter the course number into the **Course #** field and click **Find**, then click on the course.

The screenshot shows the S3 Admin Console interface. At the top, the Carnegie Mellon logo and 'S3 ADMIN CONSOLE' are visible. A search bar with a 'Go' button is on the right. The top navigation bar includes 'Prospect', 'Student', 'Course' (highlighted with a green circle), 'Registrar', 'Student Accounts', 'Campus Life', and 'Config'. Below this is the 'Find a Course' section with search criteria: COURSE # (%), LONG TITLE (%), COLLEGE, DEPARTMENT, and CATALOG. The 'COURSE #' field contains '01999'. A green arrow points to this field. The 'Find' button is circled in green, and another green arrow points to it. Below the search criteria, a note states: 'NOTE: % character can be used for wildcard searching on fields labeled with (%).' A green bar indicates '1 match found'. Below this is a table with the following data:

<u>COURSE #</u>	<u>DEPT</u>	<u>LONG TITLE</u>	<u>UNITS</u>	<u>COURSE LEVEL</u>	<u>MINI</u>	<u>GRADING OPTION</u>	<u>LAST OFFERED</u>	<u>LAST UPDATED</u>
01999	MIS	Dissertation Complete	0.0	G	No	P	F13	22 Mar 2012

At the bottom, there is a pagination control: '1 of 1 Pages' and 'of only 1 match found.'

# Setting Corequisites

On the next screen, click on the **Sections** tab. This will bring up **Section Info** and **Registration** on the left side of the page. Remember to check that you are viewing the correct semester.

To set coreqs, choose **Manage Corequisites** under the Registration list.

The screenshot shows the S3 Admin Console interface for a course titled "Dissertation Complete". The course details are as follows:

COURSE #	COLLEGE	DEPARTMENT	DEPARTMENT URL
01999	Miscellaneous	Miscellaneous	<a href="http://www.cmu.edu/hub">http://www.cmu.edu/hub</a>

The left sidebar contains the following navigation options:

- Section Info
  - Summary
  - Roster
  - Section Details
- Registration
  - Course Reservations
  - Waitlist Maintenance
  - Course Drops
  - Course Message
  - Manage Prerequisites
  - Manage Corequisites

The main content area shows the "Sections" tab selected, with a dropdown menu for the semester set to "Fall 2014". Below this, the course details are displayed:

UNITS	CROSS LISTED AS
0	None

SEC	DAYS	BEGIN	END	TEACHING LOCATION	BLDG/ ROOM	INSTRUCTORS	MAX	ACT	WL	C	RL	I	FINAL EXAM	EVALUATE COURSE
A	TBA			PIT	TBA TBA	John Papinchak	200	49	0	C	L	No	No	

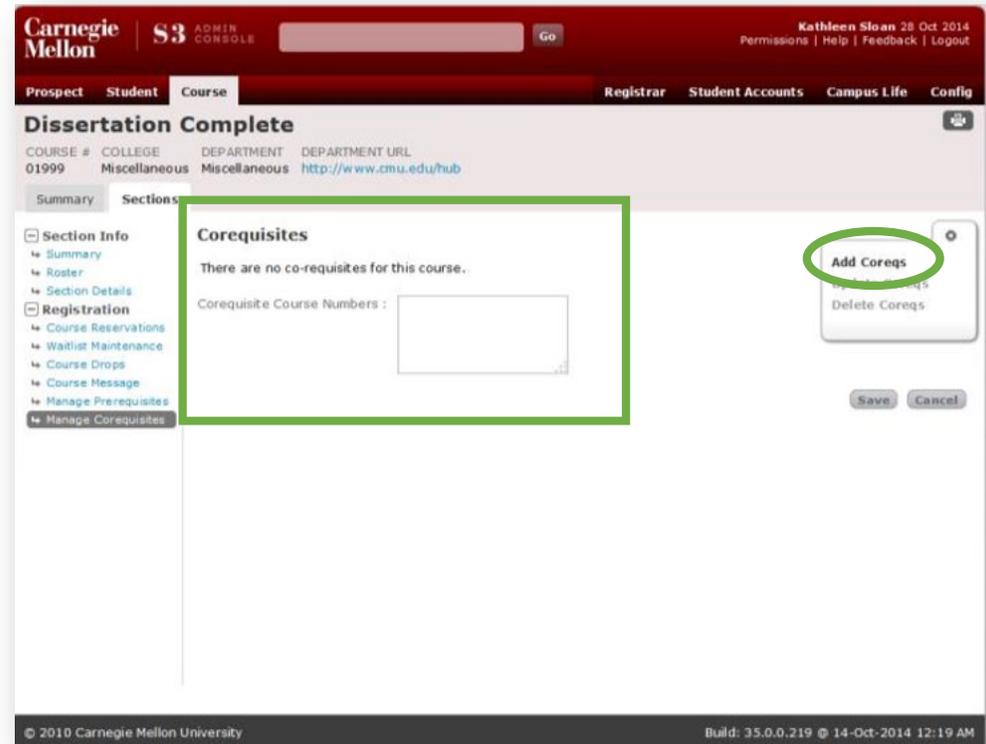
At the bottom of the page, it indicates "1 of 1 Pages" and "of only 1 match found."

# Setting Corequisites

On the upper right hand corner of the Manage Corequisites screen, you will see a gear wheel. Clicking the gear wheel opens up a menu that allows you to add, update, or delete corequisites.

## Choose **Add Coreqs**:

- In the box, enter course numbers into the box, separated by commas (ex: 15100, 15200, 15300)
- When you have finished, click **Save**



# Setting Prerequisites

To set prereqs, navigate to the **Sections** tab. Remember to check that you are viewing the correct semester.

Choose **Manage Prerequisites** under the Registration list.

The screenshot shows the S3 Admin Console interface for a course titled "Dissertation Complete". The course details are as follows:

COURSE #	COLLEGE	DEPARTMENT	DEPARTMENT URL
01999	Miscellaneous	Miscellaneous	<a href="http://www.cmu.edu/hub">http://www.cmu.edu/hub</a>

The left navigation menu includes "Section Info" (Summary, Roster, Section Details) and "Registration" (Course Reservations, Waitlist Maintenance, Course Drops, Course Message, **Manage Prerequisites**, Manage Corequisites). The "Sections" tab is selected, and the semester is set to "Fall 2014".

The "Sections" table shows one section:

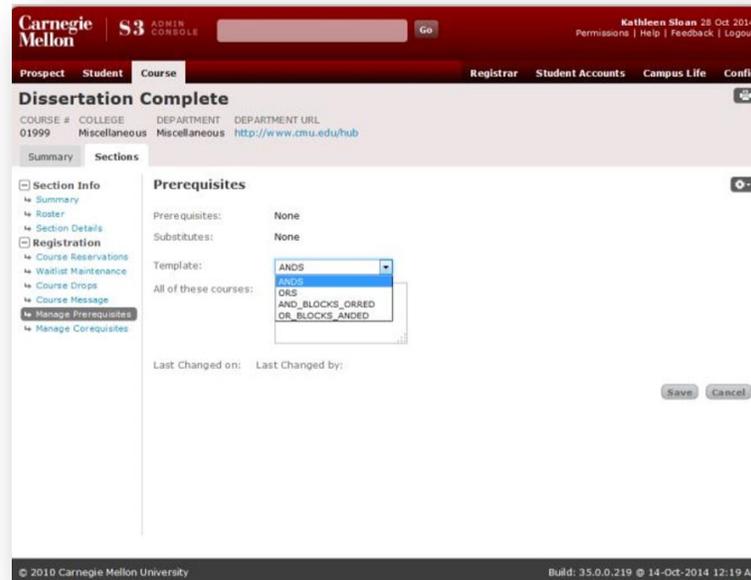
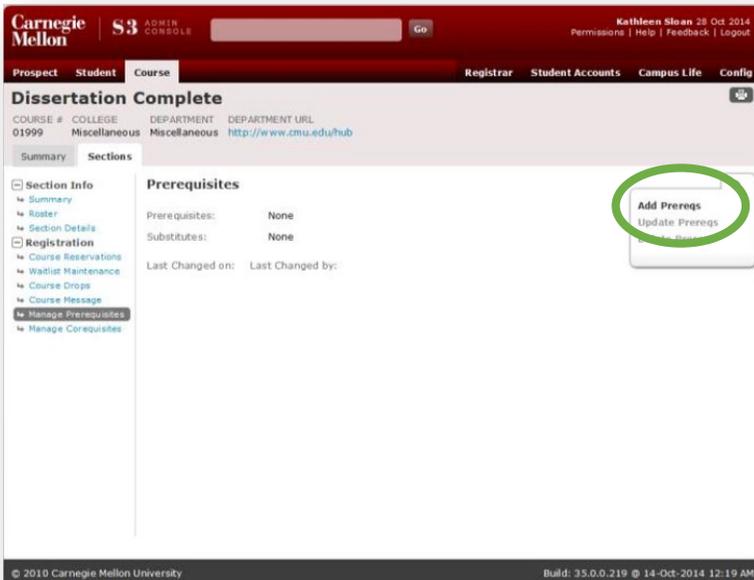
SEC	DAYS	BEGIN	END	TEACHING LOCATION	BLDG/ ROOM	INSTRUCTORS	MAX	ACT	WL	C	RL	I	FINAL EXAM	EVALUATE COURSE
A	TBA			PIT	TBA TBA	John Papinchak	200	49	0	C	L	No	No	

# Setting Prerequisites

On the upper right hand corner of the Manage Prerequisites screen, you will see a gear wheel. Clicking the gear wheel opens up a menu that allows you to add, update, or delete prerequisites.

Choose **Add Prereqs.**

A drop-down menu will appear, asking you to select your Template.



# Understanding the “Add Prerequisite” Template

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**ANDS:** A list of all courses that must have been taken.

- Enter course numbers into the box, separated by commas
  - Example: 15100, 15200, 15300
  - The prereq will look like this when finished: (15100 and 15200 and 15300)

**ORS:** A list of courses, one of which students must take.

- Enter course numbers into the box, separated by commas
  - Example: 20100, 20200, 20300
  - The prereq will look like this when finished: (20100 or 20200 or 20300)

# Understanding the “Add Prerequisite” Template

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**AND\_BLOCKS\_ORRED:** A *(this and this) OR (this and this)* course requirement.

- Enter one set of course numbers into the boxes, separated by commas
  - Example: enter 30100, 30200, 30300 in the first box and 40100, 40200, 40300 in the second box
  - The prereq will look like this when finished: (30100 and 30200 and 30300) OR (40100 and 40200 and 40300)
  - Anther Example: enter 30100, 30200 into the first box, 30500 into the second box, and 40100, 40200, 40300 into the third box
  - The prereq will look like this when finished: (30100 and 30200) OR (30500) OR (40100 and 40200 and 40300)

To add additional blocks, click **+ADD**. A new box will appear. To remove the last box you filled in, click **-REMOVE**.

# Understanding the “Add Prerequisite” Template

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**OR\_BLOCKS\_ANDED:** A *(this or this) AND (this or this)* course requirement.

- Enter one set of course numbers into the first box, separated by commas
  - Example: enter 50100, 50200, 50300 into the first box and 60100, 60200, 60300 into the second box
  - The prereq will look like this when finished: (50100 or 50200 or 50300) AND (60100 or 60200 or 60300)
  - Another example: enter 50100, 51200 into the first box, 50300, 60100 into the second box, and 60200, 60300 into the third box, and 70100 into the fourth box
  - The prereq will look like this when finished: (50100 or 51200) AND (50300 or 60100) AND (60200 or 60300) AND (70100)

## Other Terms

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### **Anti-Reqs (Negative Prereqs)**

When a student is not permitted to take one course if they have already taken another. This designation is decided upon by the teaching department(s) and cannot be entered on S3.

To request this designation, email the University Registrar's Office at [registration@andrew.cmu.edu](mailto:registration@andrew.cmu.edu).

### **Synonyms**

Synonyms are courses which are the same as, or equal to, each other. This designation is decided upon by the teaching department(s) and cannot be entered into S3.

To request this designation, email the University Registrar's Office at [registration@andrew.cmu.edu](mailto:registration@andrew.cmu.edu).

Thank you for your support of the Student Services Suite (S3).

For additional questions or comments about entering coreqs and prereqs please email [registration@andrew.cmu.edu](mailto:registration@andrew.cmu.edu).



Be sure to stay tuned to the [S3 Updates webpage](#) for release summaries, user documentation, training sessions, and more.



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