SSASECT (Schedule) – Pre-Requisites

1. Enter SSASECT to get to the form.
2. Enter Term = 200910 and course CRN. (Utilize the LOV button if you do not know the course CRN.)
3. Click Next Block to see the course information.

4. Click on Options >> Course Pre-requisites. This will take you to SSAPREQ.
5. Click **Next Block** and then click on the “Section Test Score and Pre-requisite Restrictions” tab. If the course has any pre-requisites, they can be seen here.

6. **Rollback** and **X** to exit out.

Note: Pre-requisites, classification, major or other requirements were taken from the Fall 2007 online catalog. Any request to change pre-requisites from the published catalog require approval through the Dept. Head to the Dean to the Associate Provost for Academic Affairs who will
provide approval to the Registrar to change requirements. The following format is recommended for approval to catalog changes:

**Banner Catalog Change Request**

<table>
<thead>
<tr>
<th>College</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Course Name/Number</strong> (example ACCT 2113)</td>
<td></td>
</tr>
<tr>
<td><strong>Affected CRNS</strong> (Sections)</td>
<td></td>
</tr>
</tbody>
</table>

**Fall 2007 catalog requirements: (copy/paste or insert a screen shot):**

**Requested changes for Banner effective for the Fall 2008 (copy/paste or insert a screen shot):**

I understand that the above request is reflected in the new 2008-2010 two year catalog.

**Electronic Email routing:**

1. Dept. Head to Dean
2. Approval by Dean to Associate Provost for Academic Affairs
3. Approval by Associate Provost to Registrar