

# Requisite Checking during Registration

Spring 2025

# Requisite Checking

Effective beginning with the Spring 2025 registration cycle, course prerequisites will be enforced at the point of registration.

This means that students must satisfy the listed course requisites at registration.

Courses currently in progress at Pace will temporarily satisfy a prerequisite (e.g., taking the prerequisite in Fall 2024 and registering for the next course in the sequence for Spring 2025).

**Note:** Students who do not pass their in-progress prerequisite coursework with the required minimum grade will be flagged. The academic advisor and department must decide if the student will be eligible to continue with the next course in the sequence.

# Requisites—Defining Terms

**Prerequisite**—A course or requirement that must be satisfied before students can progress to the next sequence of courses.

**Corequisite**—A course that must be taken at the same time as another course.

**Minimum Grade Required**—The grade that must be earned in the prerequisite course to satisfy the registration requirement.

A transfer course with a T grade does not carry a GPA, but it will satisfy the minimum grade requirement for a prerequisite. However, the course must be posted on the student's academic record.

# Viewing Requisites—Student View/Pace Portal

Before registration opens, users can see listed course requisites in the online catalog, Pace Portal, or by selecting the Browse Classes link.







After registration opens, requisites can also be viewed using the Register for Classes or Browse Classes links.

The screenshot displays the 'Registration' section of the Pace Portal. At the top, there is a breadcrumb trail: 'Student' followed by a dot and 'Registration'. Below this, the heading 'Registration' is shown. A dark grey bar contains the question 'What would you like to do?'. The main content area is divided into two columns of cards, each with an icon, a title, and a description. The cards are: 'Prepare for Registration' (clipboard icon), 'Plan Ahead' (calendar icon), 'View Registration Information' (folder icon), 'Register for Classes' (calendar with pencil icon), 'Browse Classes' (magnifying glass over document icon), and 'Browse Course Catalog' (magnifying glass over book icon). The 'Register for Classes' and 'Browse Classes' cards are highlighted with a blue border.

[Student](#) • [Registration](#)

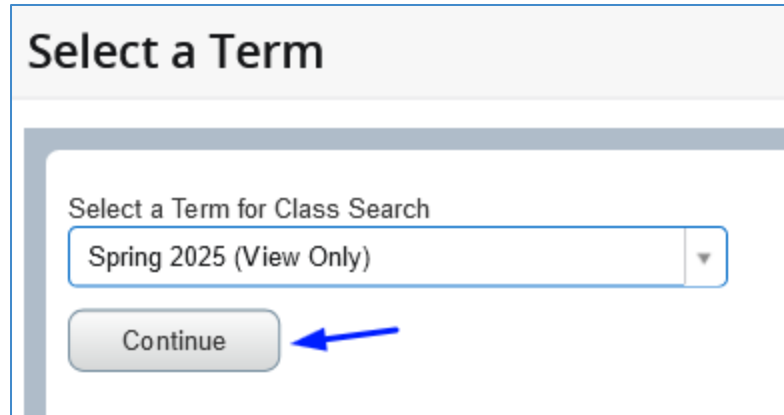
## Registration

What would you like to do?

-  **Prepare for Registration**  
View registration status, update student term data, and complete pre-registration requirements.
-  **Plan Ahead**  
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans. Do not use for Law School registration.
-  **View Registration Information**  
View your past schedules and your ungraded classes.
-  **Register for Classes**  
Search and register for your classes. You can also view and manage your schedule.
-  **Browse Classes**  
Looking for classes? In this section you can browse classes you find interesting.
-  **Browse Course Catalog**  
Look up basic course information like subject, course and description.

# Viewing Requisites—Student View/Pace Portal

Chose a term and select "Continue."



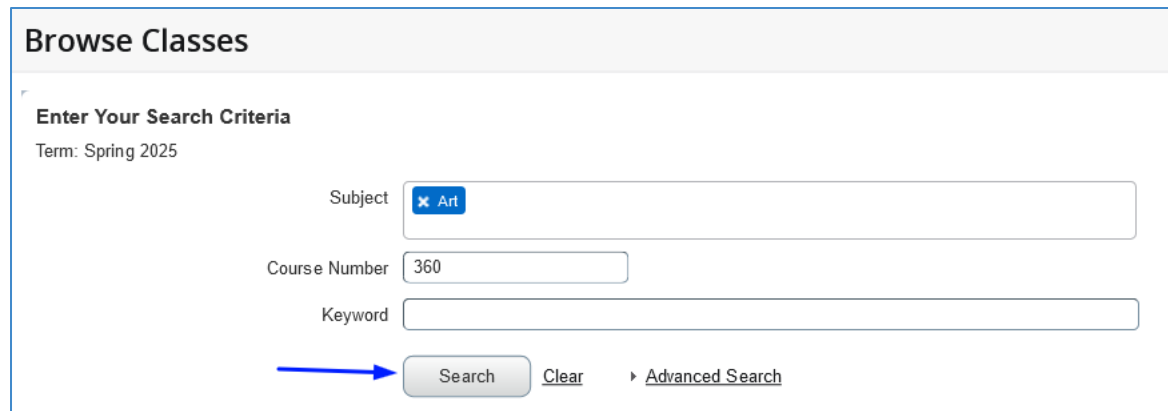
Select a Term

Select a Term for Class Search

Spring 2025 (View Only)

Continue

Enter a course subject and number and select "Search."



Browse Classes

Enter Your Search Criteria

Term: Spring 2025

Subject Art

Course Number 360

Keyword

Search Clear Advanced Search

# Viewing Requisites—Student View/Pace Portal

Student • Registration • Select a Term • Browse Classes

## Browse Classes

Search Results — 1 Classes  
Term: Spring 2025 Subject: Art Course Number: 360 Search Again

Title	Subject Descript	Course No	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Schedule Type	Attribute	Linked Sections
Video II	Art	360	0	3	23424	Sprin...			New ...	20 of 20 seats r...	Studio		

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Course corequisites and prerequisites can be found in the Pace Portal by selecting the course title and navigating to the "Corequisites" or "Prerequisites" tabs.

### Class Details for Video II Art 360 0

Term: 202520 | CRN: 23424

- Class Details
- Bookstore Links
- Course Description
- Syllabus
- Attributes
- Restrictions
- Instructor/Meeting Times
- Enrollment/Waitlist
- Corequisites
- Prerequisites**
- Mutual Exclusion
- Cross Listed Courses
- Linked Sections
- Fees
- Catalog

#### Catalog Prerequisites

Degree Works Prerequisites  
Prerequisite: ART 189 and FSS 296D with minimum grade of C.

Close

# Viewing Requisites—Schedule Explorer

Course Information Close

Please scroll down to see all course information

\* If you need more up to date information please refer to the Banner Class Schedule

**COURSE TITLE:** Video II  
**SUBJECT/COURSE#:** ART 360  
**CRN:** 23424  
**CREDIT RANGE:** 3.000  
**SCHOOL:** Dyson College Arts & Sciences  
**DEPARTMENT:** Art  
**LEVEL:** Undergraduate  
**COREQUISITE:** None  
**PREREQUISITE:** Prerequisite: ART 189 and FSS 296D with minimum grade of C.  
**DESCRIPTION:** **Course Description:** Students will expand their video production skills while increasing their knowledge of the history and theory of video. This course builds on a fundamental knowledge of production and postproduction in video to develop the student's interest

Course corequisites and prerequisites are listed above the course description of each course.

# Viewing Requisites—Online Course Catalog

- The University's [Course Catalog](#) descriptions have been updated to reflect the latest course requisite information provided by departments.
- [Catalog Home](#) > [Undergraduate/Graduate](#) > [Courses A-Z](#)

## **ART 360 Video II (3 credits)**

Students will expand their video production skills while increasing their knowledge of the history and theory of video. This course builds on a fundamental knowledge of production and postproduction in video to develop the student's interest in the medium from both individual and collaborative perspectives. Shorter assignments expand on individual students skills in camerawork, sound, and editing. Green screen capture and composite video editing are introduced. The rich potential of visual storytelling is explored through longer projects which require student collaboration and a film crew model. Throughout the course, historical precedents and contemporary examples are viewed and considered as possible avenues for student exploration. Note: Access to a digital video camera is helpful but not required; students have access to Art Dept equipment.

**Course Rotation:** NYC: Spring and Summer

**Prerequisites:** [ART 189](#) and FSS 296D with minimum grade of C.



# Requisite Checking—Pace Portal

Below is an example of a prerequisite error. This means that the registration system does not recognize that the course prerequisite is satisfied.

The screenshot displays the Pace Portal registration interface. At the top, the breadcrumb navigation reads: Student > Registration > Select a Term > Register for Classes. The main heading is "Register for Classes". Below this, there are tabs for "Find Classes", "Enter CRNs", "Plans", and "Schedule and Options". The "Find Classes" tab is active, showing search results for "Term: Spring 2025", "Subject: Art", and "Course Number: 360". A table lists search results with columns for Title, Subject Des, Course, Section, Hours, CRN, Term, Instructor, Meeting Times, Campus, Status, Attribute, Linked Sections, and Add. A "Search Again" button is visible. Below the search results, there is a "Schedule" section with a "Class Schedule for Spring 2025" grid. A "Summary" table is also present, showing details for "Video II" (ART 360, 0, 3, 23424, Studio) with a status of "Errors Preventio..." and a "Remove" button. A red error message box is overlaid on the top right of the interface, containing the text "Prerequisite: ART 189 with minimum grade of C." and an "Ok" button. A blue arrow points from this error box to a similar error box at the bottom of the page.

Prerequisite: ART 189 with minimum grade of C.

Ok

# Resolving Requisite Errors

- Students can complete the [Requisite Override Form](#) to request an override for a course with a prerequisite. Students should be ready to demonstrate how they have satisfied the course prerequisite.\*
- Students granted an override will be directed to self-register after their request is processed.

\*The Requisite Override Form will ONLY address prerequisite errors. All other registration restrictions must be satisfied before a student can register.

# Requisite Checking—Troubleshooting

**IMPORTANT:** If a course prerequisite was taken at another institution, the official course transcript must be received, and the course must be posted to the student's record to satisfy the requisite.

If a transfer course is meant to satisfy a prerequisite and is NOT posted on the student's academic record, the registration system will prevent the student from registering.

**ACTION:** If transfer coursework is not displayed in DegreeWorks the student should complete the [Requisite Override Form](#).

# Need Assistance?

Contact the Office of the Registrar.