



How Do I?

View Course Prerequisites

PeopleSoft Version 9

1. Sign in to PeopleSoft Version 9 using your **first initial and last name** as your User ID.
Remember to use CAPS when entering your User ID.
2. Select Curriculum Management > Course Catalog > Course Catalog.
3. Key **SLULA** in to the Academic Institution Field.
SLULA should be the default; however, if it does not display, you will need to input the information.
4. Key the Subject Area into the Subject Area field and click the **Search** button.
If you do not know the Subject Area, select the magnifying glass next to the Subject Area field to display a list of subjects. Click on the desired subject and it will display in the Subject Area field.
5. Click on the course number for which you want to review the prerequisites.
The Catalog Data tab will display on the screen page will display on your screen.

The screenshot shows the 'Catalog Data' tab selected. The Course ID is 000071. The Effective Date is 06/01/2005 and the Status is Active. The Description is 'ADV COST ACCT'. The Long Course Title is 'ADVANCED COST ACCOUNTING'. The Long Description is 'Credit 3 hours. Prerequisites: "C" or better in Accounting 331 and Senior standing. A study of advanced topics in cost and managerial accounting to include cost allocation, long and short-range budgeting, quantitative techniques for planning and decision making, cost and profit analysis, marginal income analysis, cost of quality, ...'. There are navigation buttons for 'Find', 'View All', 'First', '1 of 1', and 'Last'.

6. To view next course listed on in your search results, click the **Next in List** button at the bottom of the screen.
7. Remember to sign out of PeopleSoft when you have finished your session

Things to Remember

when viewing course prerequisites:

- Some courses may have several prerequisites; you may scroll through prerequisites by using the scrolling bar on the side of the prerequisites section.
- If you discover an error in the prerequisites for a course, contact Records and Registration at 2062 or 2066.