Failed Pre-Requisite Check  
(Suggested solution from Banner Central)

1. After grades have rolled for all campuses, SFRRGAM is run and sent to each campus.

2. A mass email is sent to students informing them that:
   a. They no longer meet the requirements for their respective class(es)
   b. Gives them a period of time (two weeks or so) to contact the Dept/Instructor/Advisor/Registrar to assist with resolving the error (e.g. registration override, grade change) that will allow them to remain in the class. This, of course, would be pursued (and possibly granted) only if the student feels they should remain in the class.
   c. If b. above does not apply, recommend that they log on to MyUH themselves to drop the class(es) and select others before there is less of a selection of classes to choose from.
   d. If no action is taken by the deadline (as stated in b. above), then they will automatically be dis-enrolled from the respective classes.
   e. They should not mark their textbooks so they can return them for 100% refund.

3. Once this time period lapses, re-validate the initial list (Step 1) and whoever did not get the error resolved (e.g. override entered or grade change) by the deadline, will be dis-enrolled from their class(es) by the registrar’s office. Registrar’s will have the ability to drop students regardless of home campus.

Benefits to the above process:

- Bottom line is that the student does not meet the prerequisite. This process places the responsibility on the student to justify why they should remain in the class.
- The two-week “grace” period (this deadline needs to be one agreed-upon date for all campuses) allows the student to pursue overrides or grade changes and also allows the campus to review the list and “save” any registrations that may not be student-initiated but dept or faculty driven.
- Campuses will not need to be granted VPDI access. They will have the authority to take the student out of a class that is not their own since classes authorized to be saved should have overrides (or grade changes) entered.
- If this works, hopefully the dropping of students in Step 3 can eventually be
automated.