



Coursedog Program Requirements Builder card | User guide

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Overview

The Program Requirements Builder card is used by course authors to build out all course-related requirements for a program proposal. When building out requirements, there are a few terms that are useful to know:

Requirement Level - This groups the requirements together. There are three levels:

1. Program Admission Requirements
2. Program Requirements
3. Sub-plan Requirements

Requirement Block - These appear as accordions beneath the requirement level. These blocks serve to group together certain requirement rules (e.g. core courses, elective courses, etc.)

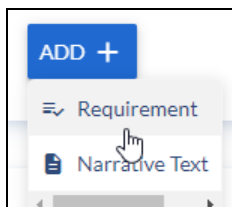
Requirement Rule - These appear within a requirement block and define the contents within. This is where Rule Conditions (e.g. Complete All Of, Complete at least 1 of, etc.) for specific courses are detailed.

Requirement Description - [optional field] A text box in each Requirement Rule that can be used to add text *before* the list of courses.

Requirement Notes - [optional field] A text box in each Requirement Rule that can be used to add text *after* the list of courses. It is also used to enter “level” course requirements (e.g. MATH3xxx).

Adding a requirement block

1. Click on the **Add +** button and then select **Requirement**.

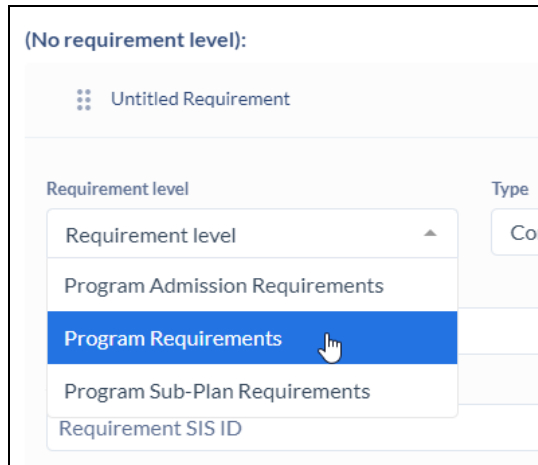


2. A new requirement titled **Untitled Requirement** will appear in the **(No requirement level):** section. Click the dropdown arrow button.



3. Assign a **Requirement Level**:
 - a. Program Admissions Requirements,
 - b. Program Requirements, or

c. Program Sub-Plan Requirements



(No requirement level):

Untitled Requirement

Requirement level

Requirement level

Program Admission Requirements

Program Requirements

Program Sub-Plan Requirements

Requirement SIS ID

Type

Con

4. The requirement will automatically shift to the corresponding **Requirement Level**. Find your requirement in its new **Requirement Level** and click the dropdown button again.



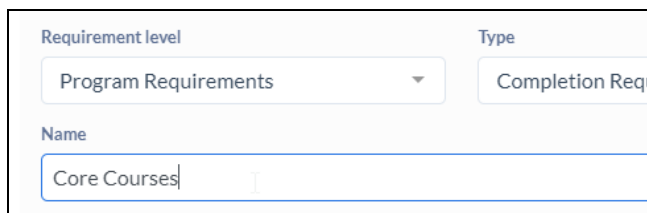
Program Requirements:

HR

Untitled Requirement

Shown in catalog

5. Add a **Name** for your new requirement.



Requirement level

Program Requirements

Type

Completion Req

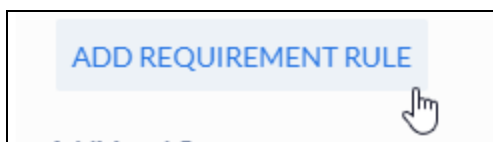
Name

Core Courses

Adding requirement rules and courses

Requirement rules must be added before you can add courses. You may add courses to a new requirement rule or to an existing requirement rule. If creating a new rule, start with step 1 below. If adding to an existing rule, skip to step 4.

1. Click the Add **Requirement Rule** text link if you need to add a new rule.

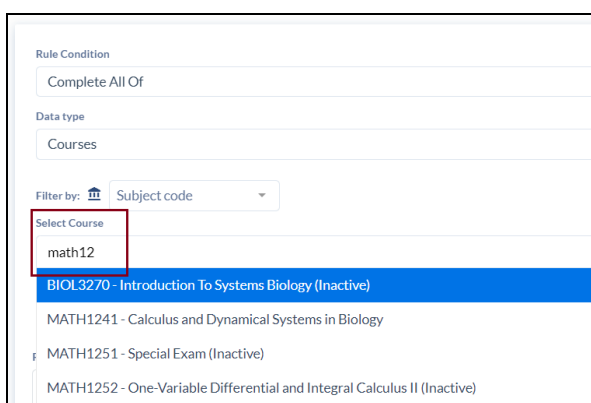


2. A new box will appear. Select the **Rule Condition**. See the [rule condition definitions](#) in this document for more information.

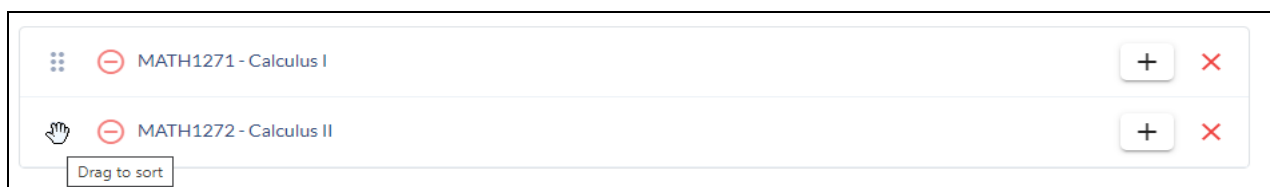
3. Select the **Data Type** of **Courses**.

4. Start typing in the **Select Course** field to search for courses. You can search by course code, title, or description.

Note: Inactive courses that are denoted with “(Inactive)” at the end of the title.

A screenshot of a web form titled "Rule Condition". It has two sections: "Rule Condition" with a dropdown set to "Complete All Of", and "Data type" with a dropdown set to "Courses". Below these is a "Filter by:" section with a building icon and a dropdown set to "Subject code". The "Select Course" field is highlighted with a red box, and its dropdown menu is open, showing a list of courses. The first course, "math12", is highlighted in blue. Other visible courses include "BIOL3270- Introduction To Systems Biology (Inactive)", "MATH1241 - Calculus and Dynamical Systems in Biology", "MATH1251 - Special Exam (Inactive)", and "MATH1252 - One-Variable Differential and Integral Calculus II (Inactive)".

5. Select the course you would like to add to the rule. Use the **Select Course** field again until all courses have been added to this rule.
6. Courses can be reordered by clicking and dragging the **Drag to sort** (six dot) icon, to the left of the course.

A screenshot of a list of courses added to a rule. Each course entry consists of a six-dot "Drag to sort" icon, a minus sign in a circle, the course name, and two buttons: a plus sign in a circle and a red X in a circle. The first entry is "MATH1271 - Calculus I" and the second is "MATH1272 - Calculus II". A "Drag to sort" label is at the bottom left of the list.

7. Enter a **Rule Name** to label the rule in the course catalog. Optionally, enter a **Rule Description** and/or **Rule Notes** to give additional details about the rule. A **Rule Name** is required. If a **Rule Name** is not provided, the catalog will display “Unnamed Rule”.

Rule Name

"Rule Name"

Rule Description













"Rule Description"

Rule Notes













"Rule Notes"

Note: The requirement rule fields will appear in the catalog in the following order:

- Rule Name
- Rule Description
- The rule and list of courses
- Rule Notes (for [Level Courses](#) only)

"Rule Name"

"Rule Description"

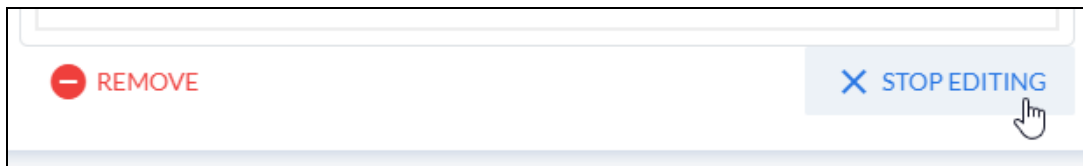
Complete 1 - 2 course(s) and earn 3 - 6 credit(s) from the following:

- ACCT3001 - Strategic Management Accounting (3cr.) Online may be available
- ABUS4101 - Accounting and Finance for Managers (3cr.) Online may be available

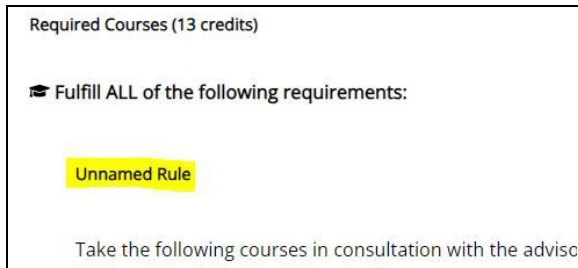
"Rule Notes"

- Click the **Stop Editing** button to save your work on this requirement rule and exit edit mode.

Note: Click the **Remove** button only if you want to delete the requirement rule. Be mindful there is no confirmation message. So, if a rule is removed in error you would need to re-enter all rule information again.



Note: If you do not enter a Rule Name when creating requirements, you will see “Unnamed Rule” in the catalog. Please ensure that you always enter a Rule Name.

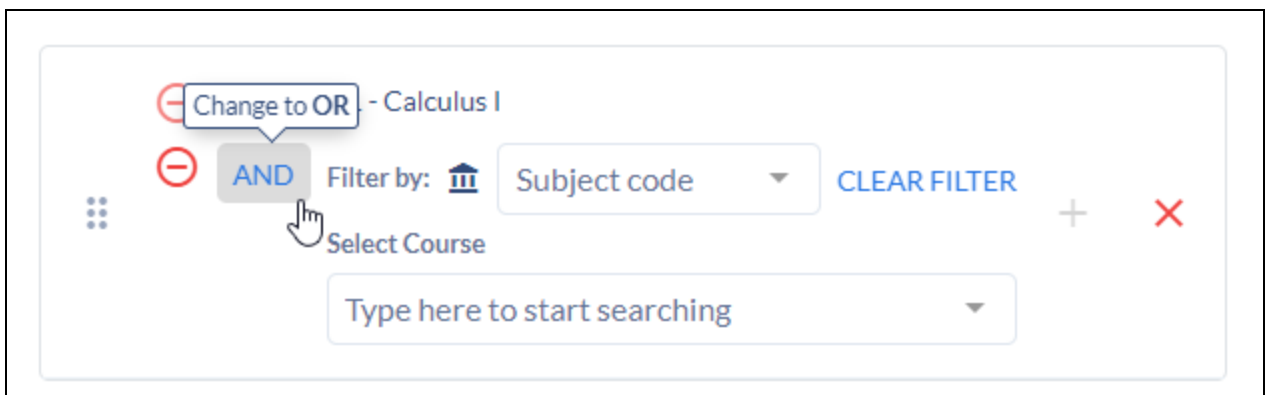


Using AND or OR in a course group

1. Add the first course using the steps in [Adding requirement rules and courses](#).
2. Click the **+** button next to the course.



3. The default relationship is AND. Click the **AND** button to toggle it to **OR**.



4. Use the new **Select Course** field that appears beneath the **AND/OR button** and search for the next course that you would like to add to the group.

The screenshot shows a 'Rule Condition' interface. At the top, there's a 'Complete All Of' button. Below it is a 'Data type' dropdown set to 'Courses'. The main area contains a list of courses with a red minus icon to the left of each. The first course is 'MATH1271 - Calculus I'. Below it, there's a blue 'AND' button. To the right of the 'AND' button is a 'Filter by:' dropdown set to 'Subject code'. Below the 'Filter by:' dropdown is a 'Select Course' field with a placeholder text 'Type here to start searching'. The 'Select Course' field is highlighted with a red border.

5. Continue to use the **Select Course** field until you've added all of the necessary courses.

The screenshot shows a 'Rule Condition' interface with a list of courses. The first course is 'MATH1271 - Calculus I'. Below it, there's a blue 'OR' button. To the right of the 'OR' button is a 'Filter by:' dropdown set to 'Subject code'. Below the 'Filter by:' dropdown is a 'Select Course' field with a placeholder text 'Type here to start searching'. The 'Select Course' field is highlighted with a red border.

Note: A course group can either use **AND** or **OR**, but not both. Requirement rules, however, can have a mix of AND, OR, and single courses. For example:

The screenshot shows a 'Rule Condition' interface with a list of courses. The first course is 'MATH1271 - Calculus I'. Below it, there's a blue 'OR' button. To the right of the 'OR' button is a 'Filter by:' dropdown set to 'Subject code'. Below the 'Filter by:' dropdown is a 'Select Course' field with a placeholder text 'Type here to start searching'. The 'Select Course' field is highlighted with a red border.

Adding level courses

A level course requirement is used when a program allows students to complete a certain number of credits within a specific subject to fulfill a requirement. For example, a student may need to take at least 3 credits of History at the 4000-level (MATH 4xxx).

1. Add the requirement as shown in [Adding a requirement block](#) or [Rebuilding/Editing Requirements](#).
2. Use the **Rule Notes** field to enter the level course options using the following format:

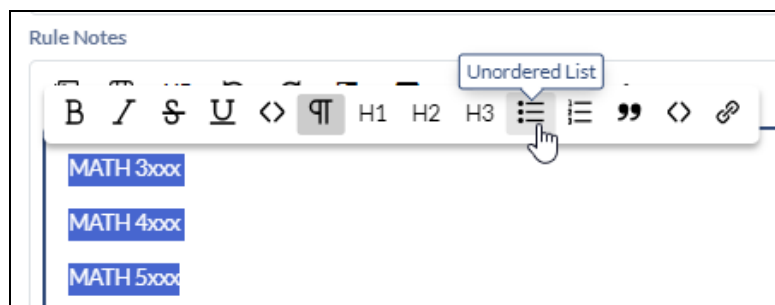
Subject code + _xxx. For example, "MATH 3xxx".

3. If coursework can be taken at more than one level, use a carriage return between each level course.



The screenshot shows a text editor window titled "Rule Notes". The editor has a toolbar with icons for image, table, HR, undo, redo, bold, italic, link, unlink, bulleted list, numbered list, and indent. The text area contains a bulleted list of three items: "MATH 3xxx", "MATH 4xxx", and "MATH 5xxx".

4. Add bullets to the list of level courses by selecting all lines and clicking **Unordered List**



The screenshot shows the same text editor window. The text area now contains three lines of text, each on a new line: "MATH 3xxx", "MATH 4xxx", and "MATH 5xxx". The toolbar shows the "Unordered List" button (a list icon with three horizontal lines) being clicked, with a tooltip label "Unordered List" appearing above it.

Adding a sub-plan requirement

1. Add a new requirement block at the **Program Sub-Plan Requirements** level, following the steps in the [Adding a New Requirement block](#) section. An official sub-plan appears on students' transcripts.

- a. The requirement **Name** must match the **Sub-plan name** on the Program Sub-Plans Details card.

The screenshot shows two parts of a web interface. The top part, titled 'Program Sub-Plan Requirements:', contains a text input field with the value 'Limnology and Oceanography'. The bottom part, titled 'Program Sub-Plans Details', shows a card for 'LIMNOOCEAN - Limnology and Oceanography Track'. Inside this card, there are two fields: 'PeopleSoft sub-plan code' with the value 'LIMNOOCEAN', and 'Shortened sub-plan name' with the value 'LimnoOcean'. To the right of these is a 'Sub-plan name' field with the value 'Limnology and Oceanography'. Both the 'Sub-plan name' field and its value are highlighted with a red box.

- b. All coursework requirements for a specific sub-plan must be built in this single requirement block. Note: This is a different format than that of the Program Requirements or Program Admissions Requirements, which can have multiple requirement blocks.

Example: All requirements related to the 'Limnology and Oceanography' sub-plan are included in this 'Limnology and Oceanography' requirement block:

Program Sub-Plan Requirements:

Limnology and Oceanography Shown in catalog ^

Requirement level
Program Sub-Plan Requirements
Name
Limnology and Oceanography
Type
Completion Requirements

Core Courses (11 credits)
Fulfill ALL of the following requirements:

Limnology

Take the following courses:

Complete ALL of the following Courses:

- LIM5010 - Integrated Approaches to the Study of Inland Waters (3cr.)
- LIM5011 - Laboratory and Discussion in Integrated Approaches to the Study of Inland Waters (2cr.)
- LIM5013 - Laboratory and Discussion in Integrated Approaches to the Study of Inland Waters II (2cr.)

AND

Water Policy

Take the following course:

Complete ALL of the following Courses:

- WR55101 - Water Policy (3cr.) Online may be available

AND

Ethics

2. Complete the Sub-plan Details card following the instructions on the [Coursedog Sub-plan Details guide](#).

Entering a program focus

Some programs offer an academic focus that is not an official sub-plan and does not appear on students' transcripts.

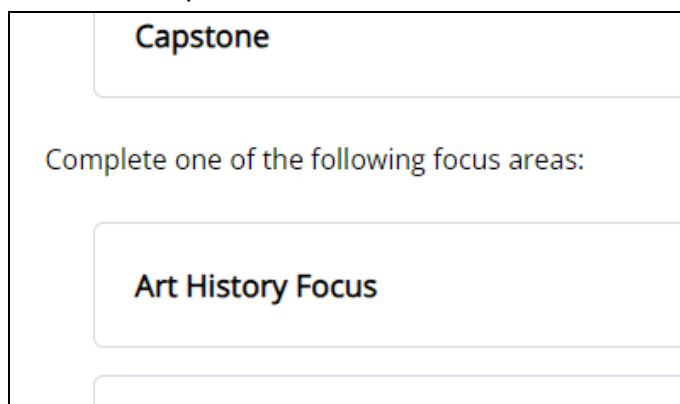
1. Add a **Narrative Text** requirement block to indicate whether the focuses are required or if one or more need to be completed.
 - a. Click on the **Add +** button and then select **Narrative Text**.
 - b. Select to move it to the **Program Requirements** level.

2. Add each focus as a separate requirement block at the **Program Requirements** level of the Program Requirement Builder.

Shown below are program requirements for a program with an Art History focus and a Modern Art focus along with Narrative Text to explain the focuses.

The screenshot displays the Program Requirement Builder interface. At the top, there is a list of requirement blocks: Preparatory Courses, Core Courses, Electives, Capstone, and Narrative Text. Each block has a 'Shown in catalog' button and a dropdown arrow. Below this list, the 'Requirement level' is set to 'Program Requirements' and the 'Visibility' toggle is turned on, labeled 'Show in catalog'. The 'Additional Comments' section is expanded, showing a rich text editor with various icons and a text area containing the text 'Complete one of the following focus areas:'. Below the text area is a red 'DELETE SECTION' button. At the bottom, there are two more requirement blocks: 'Art History Focus' and 'Modern Art Focus', each with a 'Shown in catalog' button and a dropdown arrow.

Once the program is approved and visible in the catalog, the Narrative text will appear as the example shown below:



The screenshot shows a form with a header section labeled "Capstone". Below it, a text prompt reads "Complete one of the following focus areas:". Underneath this prompt is a section labeled "Art History Focus". The form is presented in a clean, modern style with light gray borders and a white background.

Reordering requirement rules and blocks

PCAS requirements data were imported into Courshedog under one requirement block. For example, Program Requirements were imported into one requirement block named "Program Requirements":



The screenshot displays the "Program Requirements" block within the Courshedog interface. At the top, the title "Program Requirements:" is followed by a toolbar containing various icons for editing, including a grid, "HR", undo, redo, a document icon, a list icon, a share icon, and a settings icon. Below the toolbar is a large, empty rectangular area for content. At the bottom of the block, there is a label "Program Requirements" with a six-dot "Drag to sort" icon to its left. On the right side of the bottom bar, there is a blue button labeled "Shown in catalog" and a downward-pointing chevron icon.

Requirement rules within a requirement block cannot be reordered. If you need to change the order of requirements rules, separate requirement rules into requirement blocks. Separating the program into multiple requirement blocks will allow you to reorder them by clicking and dragging the **Drag to sort** (six dot) icon, to the left of the requirement blocks.

Preparatory Courses	Shown in catalog
Core Courses	Shown in catalog
Electives	Shown in catalog
Capstone	Shown in catalog
Upper Division Writing within the Major	Shown in catalog

Rule conditions

Be sure to set the rule condition before adding courses to the rule.

Changing the rule condition after courses have been added may result in course lists being cleared (and needing to be re-added).

Rule	Used when:
Complete All Of	Do not use.
Complete At Least X Of	Do not use.
Complete Any Of	Do not use.
Enroll In	Do not use.
Minimum Credits	Students must complete a minimum number of credits from a group but do NOT need a minimum number of courses.

	Earn at least 6 credits from the following: ◦ AAS1101 - Imagining Asian America (3cr.) Race, Power, and Justice US, Social Sciences ◦ AAS3361 - Asian Americans and Food (3cr.) ◦ AAS3001 - Contemporary Perspectives on Asian America (3cr.) Diversity and Soc Justice US Note: To require minimum credits AND courses use “Complete Variable Courses and Variable Credits”.
Minimum Residency Credits	Do not use.
Minimum Grade	Students must complete courses in a group and earn a minimum grade. Only Graduate and Professional programs may use this rule. Earn a minimum Grade of B in the following: ◦ SOC8101 - Sociology of Law (3cr.) ◦ SOC8111 - Criminology (3cr.) ◦ SOC8171 - Cross-Disciplinary Perspectives in Human Rights (3cr.)
Average Grade	Students must complete courses in a group and earn a minimum GPA. Only Graduate and Professional programs may use this rule. Earn an average Grade of B in the following: ◦ LAW6001 - Contracts (4cr.) ◦ LAW6004 - Property (4cr.) ◦ LAW6005 - Torts (4cr.)
Freeform Text	Use to add text at the Requirement Rule level within a requirement. After completing 30 credits in the program, apply for internship

Complete
Variable Courses
and Variable
Credits

Students must fulfill both courses AND credits in a requirement rule. The rule will appear in the catalog one of four ways, depending on your selections.

1. **A range of courses and credits** - This allows students to complete a number of courses and credits in the desired range.

Number of Course(s)		Number of Credit(s)	
Min	Max	Min	Max
2	3	6	9

Complete 2 - 3 course(s) and earn 6 - 9 credit(s) from the following:

- [AEM3031 - Deformable Body Mechanics \(3cr.\)](#)
- [AEM5333 - Design-to-Flight: Small Uninhabited Aerial Vehicles \(3cr.\)](#)
- [AEM3391 - Independent Design Project \(3cr.\)](#)

2. **Min and Max courses left blank** - This requires a range of credits but does not require a set number of courses

Number of Course(s)		Number of Credit(s)	
Min	Max	Min	Max
Set value	Set value	3	6

Complete course(s) and earn 3 - 6 credit(s) from the following:

- [APEC5411 - Commodity Marketing \(3cr.\)](#) Online may be available
- [APEC5451 - Food Marketing Economics \(3cr.\)](#)
- [APEC5481 - Futures and Options Markets \(3cr.\)](#)

3. **Max courses and credits** - This allows students to complete up to that number of courses and credits.

Number of Course(s)		Number of Credit(s)	
Min	Max	Min	Max
Set value	3	Set value	9

Complete up to 3 course(s) and earn up to 9 credit(s) from the following:

- [ANSC2011 - Dairy Cattle Judging \(2cr.\)](#)
- [ANSC2012 - Livestock and Carcass Evaluation \(3cr.\)](#)
- [ANSC2013 - Beginning Livestock Judging \(2cr.\)](#)
- [ANSC2055 - Horse Management \(2cr.\)](#) Online may be available

4. **Min courses and credits** - This requires students to complete a minimum number of courses and credits.

Number of Course(s)		Number of Credit(s)	
Min	Max	Min	Max
2	Set value	6	Set value

Complete 2 or more course(s) and earn 6 or more credit(s) from the following:

- [ESPM3012 - Statistical Methods for Environmental Scientists and Managers \(4cr.\)](#) Mathematical Thinking Core
- [ESPM3014 - Tribal and Indigenous Natural Resource Management \(3cr.\)](#)
- [ESPM3015 - Invasive Plants and Animals: Ecology and Management \(3cr.\)](#)
- [ESPM3031 - Applied Global Positioning Systems for Geographic Information Systems \(3cr.\)](#)

5. **The same number of courses and credits** - This requires that students take the exact number of courses and credits.

Number of Course(s)		Number of Credit(s)	
Min	Max	Min	Max
3	3	9	9

	Complete exactly 3 course(s) and earn exactly 9 credit(s) from the following: ◦ AFRO3002 - West African History: 1800 to Present (3cr.) Global Perspectives ◦ AFRO3006 - Impact of African Migrations in the Atlantic World (3cr.) Online may be available ◦ AFRO3013 - Cities and States in Ancient Africa (3cr.) Environment
Fulfill ANY of the following requirements	Used to contain a grouping of sub-rules. Students must complete ANY of the requirement sub-rules in the group.

	Fulfill ANY of the following requirements: Complete exactly 2 course(s) and earn exactly 6 credit(s) from the following: ◦ AGRO2022 - Growth and Development of Minnesota Field Crops (1cr.) ◦ AGRO2402 - The Science of Cannabis (2cr.) OR Complete exactly 1 course(s) and earn exactly 3 credit(s) from the following: ◦ AGRO2501 - Plant Identification for Urban and Rural Landscapes (1cr.) OR Complete 1 - 2 course(s) and earn 3 - 6 credit(s) from the following: ◦ AGRO3305 - Agroecosystems of the world (3cr.) Global Perspectives ◦ AGRO3660 - Plant Genetic Resources: Identification, Conservation, and Utilization (3cr.)
Fulfill ALL of the following requirements	Used to contain a grouping of sub-rules. Students must complete ALL of the requirement sub-rules in the group.

	Fulfill ALL of the following requirements: Complete exactly 2 course(s) and earn exactly 6 credit(s) from the following: ◦ AGRO2022 - Growth and Development of Minnesota Field Crops (1cr.) ◦ AGRO2402 - The Science of Cannabis (2cr.) AND Complete exactly 1 course(s) and earn exactly 3 credit(s) from the following: ◦ AGRO2501 - Plant Identification for Urban and Rural Landscapes (1cr.) AND Complete 1 - 2 course(s) and earn 3 - 6 credit(s) from the following: ◦ AGRO3305 - Agroecosystems of the world (3cr.) Global Perspectives ◦ AGRO3660 - Plant Genetic Resources: Identification, Conservation, and Utilization (3cr.)
Number Of	Used to contain a grouping of sub-rules. Students must complete a specific number of the requirement sub-rules in the group.

Complete at least 2 of the following:

Complete exactly 2 course(s) and earn exactly 6 credit(s) from the following:

- [AGRO2022 - Growth and Development of Minnesota Field Crops \(1cr.\)](#)
- [AGRO2402 - The Science of Cannabis \(2cr.\)](#)

OR

Complete exactly 1 course(s) and earn exactly 3 credit(s) from the following:

- [AGRO2501 - Plant Identification for Urban and Rural Landscapes \(1cr.\)](#)

OR

Complete 1 - 2 course(s) and earn 3 - 6 credit(s) from the following:

- [AGRO3305 - Agroecosystems of the world \(3cr.\) Global Perspectives](#)
- [AGRO3660 - Plant Genetic Resources: Identification, Conservation, and Utilization \(3cr.\)](#)