POST ENROLLMENT REQUISITE CHECKING (PERC)

1. From the MAIN MENU, go to CURRICULUM MANAGEMENT > ENROLLMENT REQUIREMENTS > POST ENROLL REQ CHECKING > ENROLLMENT REQUIREMENT ROSTER

Enter the appropriate values in the Term and Subject Area on this page. Use the Look Up function to identify the codes associated with the Term of the enrollment you are reviewing. You may limit the Search Results to include only Regular Session classes by selecting “Regular Academic Session” from the Session pull down list. Click ‘Search’. (Note: Sessions for summer classes are different.)

2. Select the class roster that you wish to review/process by clicking anywhere on the class information.

3. The Enrollment Requirement Roster generated by the PERC process provides the course requisite/s status for each enrolled student. By default, it will show only the names of students identified not meeting course requisites. If all students enrolled in the class meet requisites, the roster will not display any student names. (Note: This does not mean that there are no students in the class.)

To see the entire roster of enrolled students, check the Permitted, and Satisfied boxes in the “Set Filter Options” box and click the filter button.

Click on the Return to Search button to go back to the list of classes (as shown on Step 2).
4. Students who do not meet course requisites will have the status of *Not Satisfied*, indicated under *Post Enroll Req Status* column and a Drop Request Indicator.

5. Clicking on the student's *Post Enroll Req Status* will open a page that contains details about the course requisites.
This page also has links to the student’s **Course History** and provides **Tracking** information about the enrollment transactions related to this enrollment.

To return to the roster, scroll down to the bottom of these pages and click **Cancel**. Then click on Summary View.

**Tracking of Key Transactions & User Notes**

**Waitlisted** students who do not meet the course requisite/s will also be identified the PERC process and can be dropped through the PERC roster.
6. Click on the Summary View to return to the roster.

7. The Enrollment Requirement Roster (Summary View) allows you to indicate the final disposition for students reported as “Not Satisfied”. If approving a student’s enrollment in the class, select Approved from the “Drop/Approved Indicator” pull down list to record your decision and preventing the specific student from being dropped by the PERC process.

8. After reviewing the roster and recording your approvals, click the Save button at the bottom of the page.

Below are the different values for the PERC status.

- **Enrollment Req Status** – student’s status at the time of enrollment
- **Post Enroll Req Status** – student’s status at the time PERC is run after grades have been posted

**Enrollment Status**
- Enrolled – student is enrolled or withdrawn from the class.
- Dropped – student has dropped the class

**Requirement Status**
- Conditionally Satisfied – student conditionally satisfied the pre/co-requisite (e.g., enrolled in a class without a grade)
- Not Satisfied – student has not satisfactorily completed the pre/co-requisites
- Overridden – the requisite override was used to enroll the student in the class
- Permitted – student used a permission number to enroll in the class
- Satisfied – a student has satisfactorily completed the pre/co-requisite of the class
DROPPING ENROLLMENT OF STUDENTS NOT MEETING COURSE REQUISITES VIA THE PERC ROSTER

1. Verify that students to be dropped from the class are marked with the Drop Request indicator.

![Enrolled Students Table]

2. Scroll down to the “Process Drops for Non-Compliance” section of the page. Verify that the option “students where Drop Request Indicator is selected” is marked. Click the run button. This ‘drop’ process will take a few minutes.

![Run Process Drops for Non-Compliance]

3. Once the drop process has completed, the students marked for disenrollment will appear as dropped.

![Success Drop Table]
POST ENROLLMENT REQUISITE CHECKING HIGHLIGHTS

What: The Post Enrollment Requirement Checking (PERC) process identifies students that no longer meet the course requisites of the classes in which they are enrolled or waitlisted during the General Registration Period. These are the typical scenarios that PERC identifies:

- They dropped the prerequisite class that enabled them to enroll in the next class.
- They received an unacceptable grade in the prerequisite class.

The PERC roster does not replace the Administrative Drop feature on the class roster.

Who: The ability to drop students for not meeting course requisites using the PERC roster is provided to College administrators and Department Chairs and designated Coordinators.

Class instructors will be able to view the PERC roster but will not have the ability to drop students.

When: The PERC drop period begins the morning following the submission of grades at the end of the term and ends at 12:00 p.m. the day before the Add/Drop period. Drop attempts made after Add/Drop has started is blocked and will be indicated by an error (see below).

Where: The path to the PERC roster is: CURRICULUM MANAGEMENT > ENROLLMENT REQUIREMENTS > POST ENROLL REQ CHECKING > ENROLLMENT REQUIREMENT ROSTER