Student Records
Post Enrollment Requisite Checking (PERC) for Departments

Overview

The Post Enrollment Requirement Check (“PERC”) functionality allows us to identify and drop students who have failed to meet the prerequisite requirements for a course.

There are two parts to the PERC checking process:

1) **Departments will run the roster (part A) and review eligibility (part B):** The PERC roster displays a list of all students enrolled in the class with an ERG (enrollment requirement group or prerequisite requirements) – and whether they have met the necessary criteria for continued enrollment.

   Valid values of the PERC roster include:
   - **Not Satisfied** (N) - student no longer satisfies the enforced pre-requisites
   - **Conditional** (C) - Student is most likely enrolled in the pre-requisite course in the current term, so they are considered to be ‘conditionally satisfied’
   - **Satisfied** (S) – Student has successfully met the identified prerequisite of the course
   - **Overridden** - Student was administratively overridden into the course (enrollment requirement override)
   - **Permitted** - Student was given “Class Permission” to enroll in the course

   **Departments will notify students who are to be dropped:**
   - Notifying students that they will be dropped from a class is absolutely essential. Students need to have the opportunity to find a replacement class in order to avoid any financial aid issues with full-time status.
   - IUIE reports are in development in order to facilitate this process.

2) **Registrar will drop those identified as “Not Satisfied” from the class.**
   - Drops will occur through a batch process and be limited to Registrar Office staff.

Steps

**Run the Roster to Determine PERC Status (Part A)**

**Timelines of Run and Drop**
- You can begin PERC processing after official grades have been posted for the prerequisite term.
- If the department runs PERC more than once, do **not** set Drop Indicators until just before you are ready to allow the Registrar’s Office to drop. Once the indicator is set for a student, the PERC process will not take him/her into consideration again.
- It is important to ensure run and review of students is complete before being dropped, while providing plenty of time for students to see support from an advisor and to register for another class.

1. **Navigate to:** Main Menu > Curriculum Management > Enrollment Requirements > Post Enroll Req Checking > Run Post Enrollment Req

2. **Add a new Run Control ID.**
   - A new ID should be added for each term of PERC processing. It is suggested to make the term part of the run control (for example: PERC-4128-IUPUI-MATH). This run control ID can be reused for additional reruns of PERC checking for the same term.
   - Enter the run control ID name in the field and click the Add button.
3. Define the population of students to be checked.

- First, define the academic institution and the term codes for which PERC should be run (for example: IUINA for IUPUI and 4132 for Spring 2013).

Departments will select the following:

a) **Most Recent Requirement Status:** The ‘status’ of the student at the time of registration.
   It is suggested to select “Not Satisfied,” “Conditionally Satisfied,” and “Unknown” for PERC to review students who might not meet class requirements. Students in the other statuses have either already
been determined to satisfy prereqs or have been given a permission/override to enroll.

b) **Set Drop Request Indicator for Students in Non-Compliance:** Only check the box for “If process results in status of Not Satisfied” IF this is the last run of PERC before Registrars are to drop students from classes.

c) **Population Selection:**
   - Choose “PS Query” from the **Selection Tool** drop-down box.
   - Click the Magnifying Glass Icon to specify whether to reivew by Subject (narrow) or Academic Org (broader, in cases of departments that offer multiple subjects)

2. Click **Save**

3. Click **Run** at the top of the page.

4. Click **OK** on the next screen to begin the process. You will be returned to the **Run Control** page once the process starts.

5. To check the status of the process, click the **Process Monitor** link at the top of the **Run Control** page.

6. The **Process Monitor** page will show the **Run Status** as “Success” and the **Distribution Status** as “Posted” when the process is complete. Click **Refresh** in the upper right corner of the page if the process is not complete. Click the **Go back to Run Post Enroll Requirement** link after confirming the process completed.
7. Click **Get / Refresh Last Request** under the **Transaction** section to view success. In the example below, the PERC process reviewed 216 students. (Note: this does not mean the 216 students were all found to have the same PERC status, only that their eligibility has been checked.)

![PERC Process Screenshot](https://example.com/perc-screenshot.png)

### Review PERC Rosters (Part B)

1. Navigate to **Main Menu > Curriculum Management > Enrollment Requirements > Post Enroll Req Checking > Enrollment Requirement Roster.**

2. Enter **Academic Institution** and **Term.**

3. Enter **Subject Area** and/or **Catalog Number.**

4. Click **Search.**
This is the **Enrollment Requirement Roster**: 

- The roster default will display **all students**.
- Filter the roster to display only specific PERC statuses by checking the appropriate boxes in **Most Recent Requirement Status** section and clicking the **filter** button.
- To run PERC for one class at a time, choose up to 10 students at a time, check the Select checkbox next to the student ID, and click the **run** button on the roster.
- To view exactly why a student does not satisfy the ERG, click on the **Not Satisfied** or **Conditional** link for the **Detail** page.
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- You can track when the student enrolled or who granted permission through the Tracking link.

**NOTE:** Students who have been given Class Permissions OR had permission overriden who are again run through PERC will most likely appear as Not Satisfied. Departments can opt to approve them (by making sure there is no Drop Request Indicator set) – or drop them, if necessary.

- You can view course history (and grades) through the Course History link.
- The orange square shows exactly why student does NOT satisfy the ERG as it was written. (In this example, the course ID 042111 is a course that the student has not yet taken as a prereq. However, we also know the student was given a permission to enroll – so this would be a logical reason to allow the student to remain in the class.

Below is another example of a roster after PERC has been run by clicking the Run button on the roster.
- The Drop/Approved Indicator appears for Not Satisfied & Conditional PERC statuses.
5. After reviewing the roster for the final time before the Registrar drops students, the department should set the Drop/Approved Indicator (options = drop, approve, or blank) for ONLY the Not Satisfied students.

- Selecting the Drop/Approved Indicator before PERC status checking is complete will result in this message if PERC is run again from the roster page:

![Message](image)

6. When ready to allow the Registrar’s Office to drop, you must select the Review Complete for Batch Drop Processing checkbox toward the top of the roster.
NOTE: If this box is not checked, **Not Satisfied** students will NOT be dropped during the batch drop process. This is designed to ensure that the department has completed a careful review of each roster before agreeing to drop the student from the class.

7. Click **Save**.