

Post Enrollment Requisite Checking (PERC) Training Manual

The University of Utah - Office of the Registrar

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PERC Report Security:

- To get access to the Post Enrollment Requisite Checking Report, the department contact will have to complete the “Student Records Security Change” form. Within the ADD section on the front of the form indicate “PERCROSTER” role. In the “Other” line, indicate the subject codes the employee will review. (Security can be based on subject code and catalog number)
- The signature of the Manager of Registration/Records is required on the “Signature of Student Systems Trainer” line, indicating that you have completed the training.

How to access the PERC Report:

- Go to www.utah.edu
- Click on the “Campus Information Services” (CIS) icon on the bottom right corner



- Enter your uNID and Password.
- Click on “Log in.”
 - If you do not know your uNID and Password, use the “Forgot your uNID?” and “Forgot your Password?” functions.
 - If you are unable to reset your password online contact the Help Desk at 801/581-4000.

A screenshot of the University of Utah login page. The header features the University of Utah logo and the text "THE UNIVERSITY OF UTAH". Below the header is a navigation bar with icons for CIS, email, social media, and a "GIVING TO THE U" button. The main content area is titled "Login" and contains a form with fields for "uNID: (e.g., u6675309)" and "Password:". There are links for "Forgot your uNID?" and "Forgot your password?". A "LOGIN" button is below the fields. Below the form is a caution message: "Caution: Before entering your uNID or password, verify that the address in the URL bar of your browser is directing you to a University of Utah web site. Important security information: This login uses cookies to provide access to the site you requested and to other protected University of Utah websites. For your security, log out of the services you are using and exit your browser when you have finished your session. Some browsers, including Google Chrome, retain cookie information by default even after you close your browser. Review your browser's support documentation to set your browser to clear cookies automatically upon exit. [Instructions for Google Chrome](#)". At the bottom of the page are links for "University Information Technology", "Campus Help Desk", "801-581-4000", "Nondiscrimination & Accessibility", "Disclaimer", and "Privacy".

- Select the “Student Admin Services” tab
- Click on the “PERC Reports” tile.

A screenshot of the Student Admin Services dashboard. The header features the text "PUS INFORMATION SERVICES" and "Student Admin Services". Below the header is a grid of tiles. The tiles are: "Hobsons CRM Administration", "Online Course Evals Setup", "View MARS Report", "View Student Graduation Sta...", "Class Majors", "Class Demand Report", "Admissions Summary", "Class Security Form", "PERC Reports", "SCF Student Accessible Repor...", "Exceptions Security", "Non-Credit Activity Tracking", "Online Course Feedback", "Faculty Report", and "Personalize Homepage". The "PERC Reports" tile is highlighted with a black border.

Navigating the PERC Roster Page:

Filter Option Definitions

Enrollment Status filters:

Enrolled - a student who is enrolled or withdrawn from the class. A student who is withdrawn will have a note within the status note column of "withdrawn with penalty," indicating the student received a "W" grade.

Dropped - a student who has dropped from the class.

Requirement Status filters:

Conditionally Satisfied - a student who has conditionally satisfied the pre/co-requisite (e.g. enrolled in a class without a grade).

Not Satisfied - a student who has not satisfactorily completed the pre/co-requisites.

Overridden - the requisite override was used to enroll the student in the class.

Permitted - a student used a permission number to enroll in the class.

Satisfied - a student who has satisfactorily completed the pre/co-requisite of the class.

Unknown - an unknown status will pull when a student registered before PERC was implemented or a fix to PERC.

Pre-set filters: Enrolled, Not Satisfied, Conditionally Satisfied, Overridden, Permitted, Unknown.

The screenshot shows the PERC Roster Page for Fall 2012, Regular Academic Session, University of Utah, Undergraduate Semester. The course is ME EN 2080 - 001 (1314), Dynamics (Lecture). The enrollment capacity is 80. The page includes a table of enrolled students with columns for Select ID, Name, Drop / Approved Indicator, Enrollment Req Status, Post Enroll Req Status, and Status. The table lists four students: Tim White, Sally May, Emalee Johns, and Mike Barkley. The Enrollment Req Status for Tim White and Emalee Johns is Conditional, while Sally May and Mike Barkley are Permitted. The Post Enroll Req Status for Tim White and Emalee Johns is Conditional, while Sally May and Mike Barkley are Not Satisfied. The Status for all students is Enrolled.

Course Information: Term, title, days/time taught, location, instructor, pre/co-requisite

Enrollment Requirements: Prerequisites: "C-" or better in ME EN 1300 AND (PHYS 2210 OR AP Phys C:Mech score of 4 or better) AND Intermediate or Full Major status in Mechanical Engineering. Corequisites: "C-" or better in MATH 2250.

Review Complete for Batch Drop Processing: This check box tells the drop process that the roster has been reviewed and ready for processing. This must be checked before the drop process is run for the drops to occur.

Filter Options: allows you to filter what you see within the roster.

Post Enroll Req Status: the student's status at the time post enrollment requisite checking is run after grades are due. (e.g. Conditional, Not Satisfied or Satisfied).

Enrollment Req Status: the student's status at the time of enrollment. (e.g. Conditional, Permitted, Satisfied or Overridden).

Notify Selected Students (and 'Name' link): this allows emailing from the roster for all students, selected students or individual students. The email address used is the student's Umail address and when emailing multiple students the Umail address will populate within the BCC line to comply with FERPA policy.

- When clicking on the links under “Enrollment Req Status” or “Post Enroll Req Status,” it will bring you to the “Detail View” showing the student either satisfied, not satisfied or conditionally satisfied the prerequisites or co-requisites

Enrollment Req Status	Post Enroll Req Status
Conditional	Conditional
Permitted	Not Satisfied
Conditional	Conditional
Permitted	Not Satisfied

Select Display Option: Summary View Detail View ← Can switch from “Summary View” and “Detail View”

Set Filter Options

Find First 1 of 4 Last ←

ID: 00000001 [TIM WHITE](#) ← Email link

Select

Enrollment Requirement Status Conditionally Satisfied

Conditional Prerequisites: "C-" or better in ME EN 1300 AND (PHYS 2210 OR AP Phys C:Mech score of 4 or better) AND Intermediate or Full Major status in Mechanical Engineering. Corequisites: "C-" or better in MATH 2250.

Conditional Must take course id: 201424; Subject: ME EN, Catalog Nbr: 1300

Course	Description	Term	Units	Grade
ME EN 1300	Statics/Strength	Summer 2012	4.00	In Progress

Satisfied Must take course id: 201326; Subject: PHYS, Catalog Nbr: 2210

Course	Description	Term	Units	Grade
PHYS 2210	Phys For Scien. & Eng. I	Fall 2011	4.00	B-

Satisfied Advanced Placement Physics C MCH > or = 4

Intermediate or Full Major status in Mechanical Engineering

Satisfied Intermediate or Full Major status in Mechanical Engineering

Conditional Must take course id: 201808; Subject: MATH, Catalog Nbr: 2250

Course	Description	Term	Units	Grade
MATH 2250	Diff Equ & Lin Algebra	Summer 2012	4.00	In Progress

Post Enrollment Requirement Status Conditionally Satisfied
Last Updated 10/31/12 11:30:37AM

Conditional Prerequisites: "C-" or better in ME EN 1300 AND (PHYS 2210 OR AP Phys C:Mech score of 4 or better) AND Intermediate or Full Major status in Mechanical Engineering. Corequisites: "C-" or better in MATH 2250.

Conditional Must take course id: 201424; Subject: ME EN, Catalog Nbr: 1300

Course	Description	Term	Units	Grade
ME EN 1300	Statics/Strength	Summer 2012	4.00	In Progress

Satisfied Must take course id: 201326; Subject: PHYS, Catalog Nbr: 2210

Course	Description	Term	Units	Grade
PHYS 2210	Phys For Scien. & Eng. I	Fall 2011	4.00	B-

Intermediate or Full Major status in Mechanical Engineering

Satisfied Intermediate or Full Major status in Mechanical Engineering

Conditional Must take course id: 201808; Subject: MATH, Catalog Nbr: 2250

Course	Description	Term	Units	Grade
MATH 2250	Diff Equ & Lin Algebra	Summer 2012	4.00	In Progress

← Navigate through the students in “Detail View.”

← The “Enrollment Requirement Status” will pull what the student had satisfied or conditionally satisfied at the time of enrollment.

← The “Post Enrollment Requirement Status” will pull what the student has satisfied, not satisfied or conditionally satisfied at the time the post enrollment requisite checking process ran and the date and time will show in the top right corner of the box of when the student’s “Post Enrollment Requirement Status” was last updated.

PERC Roster Functionality:

- The Enrollment Requirement Roster is dynamic.
 - If a student drops prior to the drop process, the roster will update the students enrolled status to dropped.
 - If a student enrolls in the class after the post enrollment requisite checking process has run, the student will show on the roster with only a status within the “Enrollment Req Status” column. (Should be satisfied, since grades are posted)
- The “Detail View” of the “Enrollment Requirement Status” will always show satisfied next to each possible prerequisite if the whole statement is OR, if there is an AND statement then it will indicate separate statuses for each condition based on the student’s record. Once the post enrollment requisite checking process has run, the “Post Enrollment Requirement Status” will indicate which OR condition was satisfied or conditionally satisfied.
- Expiration of Test Scores: if a student had a test date of 07/01/2010 and registered for the MATH course prior to the test date, the student would be enrolled successfully in the course. The post enrollment requisite process runs at the end of each term and will check the student’s record the date the process is run, like 08/17/2012. The student will indicate “Satisfied” in the “Enrollment Req Status” column, but “Not Satisfied” within the Post Enroll Req Status” because 08/17/2012 is outside the 24 month allowance. Check to see if this is the case before indicating the student should be dropped.
- Transfer Work (USHE): the class will pull as if the student completed the course here at the university, but will pull the articulated term as the term of completion. If you can’t find the course within the student’s record for the term indicated, look at their transfer work.

PERC Roster Display After Drops:

Select Display Option: Summary View Detail View

▼ Set Filter Options

filter

Enrollment Status:

Display Enrolled (27) Waitlisted (0) Dropped (4)

Most Recent Requirement Status:

Display students in non-compliance Not Satisfied (5) Conditionally Satisfied (0)

Display other students Enrollment Component (0) Overridden (0)

Permitted (0) Satisfied (22) Unknown (0)

Enrolled Students Customize | Find | First

Requirement Data

Select	ID	Name	Drop / Approved Indicator	Enrollment Req Status	Post Enroll Req Status	Status
1	<input type="checkbox"/>		Drop Request	Overridden	Not Satisfied	Enrolled
2	<input type="checkbox"/>		Approved ▼	Permitted	Not Satisfied	Enrolled
3	<input type="checkbox"/>		Approved ▼	Permitted	Not Satisfied	Enrolled
4	<input type="checkbox"/>		Approved ▼	Permitted	Not Satisfied	Enrolled
5	<input type="checkbox"/>		Approved ▼	Permitted	Not Satisfied	Enrolled

- The toggle option between the “Summary View” and “Detail View” will remain active.
- The “Filter Options” remain active.
- “Drop Request” no longer is a drop down box.
- “Approved” remains a drop down box, if you have edit access.
- The “Enrollment Req Status” and “Post Enroll Req Status” links remain active for reference.
- The email capabilities will also remain active, if you have edit access.

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Sample PERC Email Correspondence:

Lecture Component Example:

Name:
Student ID:
From: Office of the Registrar

Date: Nov 14, 2012

DALLIN,

Having reviewed your student record we have found you have not met the requirements for enrollment in the following class for term **Fall 2012**:

(1314) ME EN 2080 - 001 - Dynamics

Based on our records, the following requirements have not been met:

Prerequisites: "C-" or better in ME EN 1300 AND Intermediate or Full Major status in Mechanical Engineering

Since the requirement has not been met, you have been dropped from this class as of **Nov 9, 2012**.

If you have questions or think you have met the prerequisite(s) please contact the department offering the course.

Regards,

Office of the Registrar

Lecture/Discussion or Lab Component Example:

Name:
Student ID:
From: Office of the Registrar

Date: Nov 15, 2012

MARIE,

Having reviewed your student record we have found you have not met the requirements for enrollment in the following class for term **Fall 2012**:

(6311) BIOEN 2100 - 002 - Funds of BME II

Based on our records, the following requirements have not been met:

Prerequisites: (MATH 1220 OR MATH 1270 OR MATH 1310 OR MATH 1311 OR MATH 1280 OR MATH 1320 OR MATH 1321) AND ((PHYS 2210 OR PHYS 3210) AND PHYS 2215).

Since the requirement has not been met, you have been dropped from this class as of **Nov 14, 2012**.

If you have questions or think you have met the prerequisite(s) please contact the department offering the course.

Regards,

Office of the Registrar

Print Enrollment Requirement Rosters
Class Summary Report

Summer 2011 | Regular Academic Session | University of Utah | Undergraduate Semester

MATH 1010 - 001 (1956)
Intermediate Algebra (Lecture)

<i>Days and Times</i>	<i>Room</i>	<i>Instructor</i>	<i>Dates</i>	<i>Topic</i>
MTWH 8:45AM-9:45AM	JTB 140	Staff	05/16/2011 - 08/03/2011	

Enrollment Requirements:

Prerequisites: "C" or better in MATH 990 OR Math ACT score of at least 18 OR Math SAT score of at least 430

<i>Emplid</i>	<i>Name</i>	<i>Drop/Approved Indicator</i>	<i>Enrollment Reqs Status</i>	<i>Post Enrollment Reqs Status</i>	<i>Status</i>	<i>Status Note</i>
			Permitted	Not Satisfied	Enrolled	
			Unknown	Conditional	Enrolled	