Post Enrollment Requisite Checking (PERC) Training Manual
The University of Utah - Office of the Registrar

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How to access the PERC Report:

- Go to www.utah.edu
- Click on the “Campus Information Services” icon on the top grey bar on the right.
- 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.
- Select the “Employee” tab.
  - If you do not have PeopleSoft access or have never been a student, the employee tab will be your only option.
- Locate the “Academics” box or pagelet.
- Click on the “PERC Reports” link.

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Enrolled - a student who is enrolled or withdrawn from the class. A student who is withdrawn will have a note within the status note column of “withdrawn with penalty,” indicating the student received a “W” grade.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

- 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.
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 2219) 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
Sample Print PERC Rosters:

Print Enrollment Requirement Rosters
Class Summary Report

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

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

<table>
<thead>
<tr>
<th>Days and Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Dates</th>
<th>Topic</th>
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<tr>
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<td>JTB 146</td>
<td>Staff</td>
<td>05/16/2011 - 08/03/2011</td>
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</table>

Enrollment Requirements:
Prequisites: “C” or better in MATH 993 OR Math ACT score of at least 18 OR Math SAT score of at least 430

<table>
<thead>
<tr>
<th>Empid</th>
<th>Name</th>
<th>Drop/Approved Indicator</th>
<th>Enrollment Reqs Status</th>
<th>Post Enrollment Reqs Status</th>
<th>Status</th>
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</thead>
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<tr>
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<td>Permitted</td>
<td>Permitted</td>
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</tr>
<tr>
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