UAccess Student

Post Enrollment Requirement Checking

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Introduction

What is Post Enrollment Requirement Checking (PERC)?

PERC provides a way to manage conditional enrollments by allowing you to evaluate enrollments once grades are posted. You are then able to select the student(s) that should be dropped, which can be done from within the same component. In addition, an email is generated notifying the student of the action.

For information on the assessment required in order to gain security access to the PERC function in UAccess Student, please go to the Workshops and Training Team website at **uits.arizona.edu/workshops** and under UAccess Student click on the link for Post Enrollment Requirement Checking.

Mosaic Community

The Mosaic Community is an online networking resource available to everyone on campus who uses UAccess systems.

If you have an official UA email address, you can request membership in the Mosaic Community. Just go to **mosaic.community.arizona.edu** and click the **Sign Up** link in the upper right corner of the screen.

Once membership is confirmed—usually within a few hours—you have access to valuable information about all of the UAccess systems. Be sure to join one or more of the groups within the Community, because that's where the value and greatest benefit is.

Please take advantage of the opportunity and become a member of the Mosaic Community.

Resources

- Registration and Transcripts
    - 621-3113
    - reghelp@email.arizona.edu

- Room and Course Scheduling
    - 621-3313
    - rcschedule@list.arizona.edu

- Workshops & Training Team
    - uits.arizona.edu/workshops
    - uitsworkshopteam@list.arizona.edu

PERC Explained

How does it work?

Post Enrollment Requirement Checking is based on conditional enrollment, which means the student did not meet the enrollment requirements at the time of enrollment but was still permitted to enroll in or waitlist the course. This only occurs if the course or section has the condition specified in the Requirement Group (pre-requisite) that an In Progress class may conditionally meet an enrollment requirement.

Example: Samantha Student is enrolled in Generic 101 in the Fall and wants to enroll in Generic 102 for the Spring. Per the Requirement Group (in this case the pre-req) Generic 102 requires successful completion of or enrollment in Generic 101. Because Samantha is currently enrolled in 101 she is able to conditionally enroll in 102.

After grades are final you can view a roster and run PERC, which shows you the students that do not meet the enrollment requirements. Those students can be dropped directly from that roster.

What are Requirement Groups?

A Requirement Group specifies conditions for enrollment. When a requirement group is attached to a course or section, students must satisfy the requirement group conditions in order to enroll. For example, a course can require a student be a senior, that a particular course be taken as a pre-requisite, or that a student have a certain grade in a specific course.

Requirement Groups can be attached at three levels: Course Catalog, Adjust Class Associations (for an entire section), or Reserve Capacity (part of a section). PERC only checks requirement groups attached at the Course Catalog or Adjust Class Associations level.

Course Requisites and Requirement Groups are not the same. The Course Requisite is a text field on the Course Catalog and does not enforce conditions; it simply provides written information and recommendations to the students. To ensure students meet a condition, Requirement Groups must be used.

Note: PERC checks requirements as defined when the student conditionally enrolled. If you've changed requirement groups for that course or section since enrollment began, PERC is only checking what they were at the point the student enrolled.

When is PERC available?

It is available throughout the term. The PERC drop process should not be used after the last day students can enroll themselves in a class.

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Using PERC

Navigation

The Enrollment Requirement Roster for Post Enrollment Requirement Checking provides several sections of information, including the ability to run PERC and process drops. This roster is in UAccess Student at:

> **Main Menu > Curriculum Management > Enrollment Requirements > Post Enroll Req Checking > Enrollment Requirement Roster**

Filtering the Roster

There are many ways to filter (or view) the students in the section.

The roster automatically filters to show only **Enrolled** students who have **Not Satisfied** or only **Conditionally Satisfied** the enrollment requirement. This means that if you don't change any of the filters, you will not see all students enrolled in the section, just those that still do not meet the requirements.

To display additional or different students, check or uncheck the boxes in the **Set Filter Options** section and then click the **filter** button.

Viewing Results

The Requirement Status values below are used for two columns. The **Enrollment Req Status** column indicates how the student initially enrolled in the class/section. Once you run PERC, the values in the **Post Enroll Req Status** column change to reflect current student eligibility.

- **Unknown**: No requirement status exists. This value typically displays when a requirement was added to the class after the student was enrolled or the student was enrolled before the PERC process was implemented.

- **Not Satisfied**: The student has not met the enrollment requirement for the class.

- **Conditional**: The student did not meet the enrollment requirement at time of enrollment but the requirement has been coded to allow in-progress work to conditionally meet that requirement.

- **Enrollment**: The student was enrolled using the enrollment component, which does not check for enrollment requirements. (This is generally a function of the Registrar's office.)

- **Permitted**: The enrollment requirement for the class was satisfied through a permission. If PERC is run for students with this status, the permission is not considered as part of the process and the student is re-evaluated.

- **Overridden**: The enrollment requirement for this class was satisfied by using a Requisites override during the Quick Enroll process. If PERC is run for students with this status, the permission is not considered as part of the process and the student is re-evaluated.

- **Satisfied**: The student has met the enrollment requirement for this class.

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Running PERC

1. Click the Select All link.

2. In the **Run Post Enrollment Requirement Checking** box click the **run** button.

3. The **Post Enroll Req Status** indicates if the requirement has been met.

   a. If a student needs to have a particular grade in the pre-requisite (e.g. a grade of C or better), in order for PERC to check the grade eligibility, that condition should be indicated in the Requirement Group.

Note: Refer to the previous section (Viewing Results) for an explanation of the Req Status values.

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Viewing the Final Grade

If grade eligibility is not built into the Enrollment Requirement, you may want to view a student's final grade for the requisite course.

1. Under the **Enrollment Req Status** column click the **Conditional** link for the student.

    *Note: You can also click on the **Not Satisfied** link in the **Post Enroll Req Status** column but then on the next screen you need to expand the section for **Enrollment Requirement Status**.*

The final grade for the student is found in the **Enrollment Requirement Status** section. Use the arrow keys to navigate to another student from the roster or click the **Summary View** radio button to return to the previous page/view.

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Tracking a Student's Enrollment

From the **Detail View** (shown above) click the Tracking link to see a history of enrollment related transactions for the selected student. This is basically the chain of events of enrollment activity for that student and that course. It shows how the student was enrolled, if PERC was run, and if/how the course was dropped (through Quick Enroll, by the student, or using PERC).

You can also view and enter notes related to the enrollment. To add a note, in the **Note Type field** select GENERAL PERC and then enter text in the **Notes** section. Your name and NetID auto-generates and once you click OK the note is Date & Time stamped. If there is already a Note, click the **+** to add a new row, then enter the note as indicated above.

Tracking of Key Transactions & User Notes

ID: 77627763   Stamson,Kassandra

Transaction History

Transaction	Transaction Status	Source / Type	User ID	ID & Name	Last Update DateTime
Last Post Req Check	Not Satisfied	Post Enrl Req Chk Online	JDENN	09299297 Denn,Jennifer Z	12/06/12 4:24:14PM
Enrollment	Conditional	Quick Enroll	JDENN	09299297 Denn,Jennifer Z	11/06/12 4:22:23PM

Notes

*Note Type	GENERAL PERC	GENERAL PERC	User ID	JDENN
Notes			Empl ID	09299297
			Name	Denn,Jennifer Z
			DateTime	

Dropping a Student directly from the Enrollment Requirement Roster

There are three different ways to drop students who do not meet the requirements.

- **selected students**: Drops all students with the Select box checked
- **students where Drop Request indicator is selected**: Drops all students that you've changed the Drop/Approved Indicator to Drop Request
- **students with a post enrollment requirement of**: Drops all students on the roster who have Conditionally Satisfied and/or Not Satisfied in the Post Enroll Req Status column

If you're using one of the first two methods, make sure you've either checked the box to select the student(s) or change the **Drop/Approved Indicator** prior to processing the drops.

Once you've selected one of the three radio buttons, simply click the **run** button.

Note: Since it is possible to drop all students from the roster at once, please make sure you select the appropriate button before clicking the run button.

Email Notifications

When PERC is used to drop a student from a class or waitlist, an email notification is triggered. This email informs the student they were dropped because they did not meet the Enrollment Requirement(s).

Email notifications are sent at noon and 6pm daily while PERC is open to departments.

Note: Student dropped using Quick Enroll do not receive the generated email. The PERC process is what drives the email notification.