REVIEWING PERC ROSTERS (DEPARTMENTS)

When the PERC process has been run, departments are able to review Enrollment Requirement Rosters to determine which students may not have satisfied a requisite that was still in progress at the time of the add. Departments may choose to drop non-compliant students—either manually or via the PERC roster in bulk.

NAVIGATION

Use the following navigation to navigate to ONE.UF in order to download the roster:

1. Click Navbar
2. Click Main Menu
3. Click Student Information System
4. Click Curriculum Management
5. Click Enrollment Requirements
6. Click Post Enroll Req Checking
7. Click Enrollment Requirement Roster
EXAMPLE

IN THIS EXAMPLE:

- **Student 1** is in *Permitted* status, meaning the student was added with a permission
- **Student 2** is in *Satisfied* status, meaning the requisite is met
- **Student 5** is in *Conditional* status, meaning the previous class is still in progress and a final determination cannot be made
- **Student 6** has no status, because the class was added after the PERC process was run
- **Student 8** is in *Not Satisfied* status because the requisite was not met
  - The Drop/Approved Indicator column is available, allowing the student to be flagged for “Drop Request” (meaning the class will be dropped if the PERC drop process is run) or for “Approved” (meaning the student is allowed to remain enrolled)

*See Appendix for a list of PERC statuses.*
Enrollment Requirement displays data on the class and its requirements.

![Enrollment Requirement Roster (Summary)](image)

**Set Filter Options**

Here, users can filter the class roster for groups of students. Based on set-up, certain values are pre-checked but may be selectively unchecked and the list updated by clicking the “Filter” button.

![Set Filter Options](image)

- **Enrollment Status**: enrollment status of students on the roster
  - Enrolled
  - Waitlisted (not applicable at UF, except for Law)
  - Dropped – student dropped the class after the PERC process was run
- **Most Recent Requirement Status**: the student’s status in regard to the requisite
  - Display students in non-compliance
    - Not Satisfied – students who did not meet the requisite
    - Conditionally Satisfied – students who have not met the requisite, but may yet do so (e.g., awaiting a final grade in the requisite)
  - Display other students
    - Enrollment Component (not applicable at UF)
    - Overridden – added to the class using a requisite override
    - Permitted – added to the class using a permission
    - Satisfied – met requirement
    - Unknown – other
ENROLLED AND WAITLISTED STUDENTS

On the Requirement Data tab:

To view details about a student’s PERC status, click the status value in the Post Enroll Req Status column.

On the next page, click the student’s name to send an email, update the Drop/Approved Indicator value, or click the Audit/Information Links for more details about the student’s academics.

EXAMPLE OF REQUISITE NOT MET:
The **Audit/Information Links** tab contains links to additional PERC and academic data for the student.

- **Tracking**: links to date/time details on a student’s PERC status history for the class
  - Notes have not been defined at this time
  - In this example, the student enrolled via One.UF on 07/09 using a permission, and the PERC process was run on 08/16
- **Course History**: link to the course history page of the Student Services Center and a list of all courses taken or transferred
ROPPING STUDENTS USING PERC (DEPARTMENTS)

Students in Not Satisfied status may be reviewed, and if desired either left in the class or notified and dropped from the class. Department are able to drop students up to the add/drop deadline, and may elect to drop students using individual Quick Enrollment transactions, or by using the PERC process based on the student’s PERC process.

Students should be notified that they are being dropped. To send an email to students about their enrollment, use the Select check boxes to identify which students to notify and then click the “Notify Selected Students” button.

To use the PERC process to drop, identify students by using the Drop/Approved Indicator, enrollment requirement status, or individual selection.

- **Selected students**: drop students indicated by checking the Select checkbox
- **Students where Drop Request Indicator is selected**: drop students for whom the Drop/Approved Indicator is set to Drop Request
  - Change the value to **Approved** for students allowed to remain enrolled
- **Students with a post enrollment requirement status of (Conditionally Satisfied) and/or (Not Satisfied)**: drop students with a particular **Post Enroll Req** status
When the students have been identified, check the **Review Complete for Batch Processing** box (towards the top of the page, just below the Enrollment Requirements box).

Click the “Run” button to process the drops.

To review the final list of enrolled students, see the class roster ([STUDENT INFORMATION SYSTEM > CURRICULUM MANAGEMENT > CLASS ROSTER > CLASS ROSTER](#)).
APPENDIX – PERC STATUSES

The post enrollment requirement status is assigned when Post Enrollment Requirement Checking is run.

- **Not Satisfied:** The student has not met the enrollment requirement status for the class.
- **Conditionally Satisfied:** The student has conditionally met the enrollment requirement using in-progress course work. After the course work is completed and grades are posted, post enrollment requirement checking should be run to determine if the student has satisfied the enrollment requirement.
- **Enrollment Component:** The student was enrolled using the enrollment component, which does not check for enrollment requirements.
- **Permitted:** The enrollment requirement for the class was satisfied through a permission.
  - **Note:** If the process is run for students with this status, the permission is not considered as part of the post enrollment requirement checking process. The student is re-evaluated.
- **Overridden:** The enrollment requirement for this class was satisfied by using an enrollment requirement override.
  - **Note:** If the process is run for students with this status, the override is not considered as part of the post enrollment requirement checking process. The student is re-evaluated.
- **Satisfied:** The student has met the enrollment requirement for this class.
- **Unknown:** No requirement status exists. This value typically appears when a requirement was added to the class after the student was enrolled.

FOR ADDITIONAL ASSISTANCE

**Technical Issues**
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

**Policies and Directives**
The Office of the University Registrar
352-392-1374
registrar.ufl.edu