

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](#)

Enrollment Requirement Roster (Summary)

Fall 2018 | Regular Academic Session | University of Florida | Undergraduate

CHM 2046 - 0747 (11924)
General Chemistry 2 (Lecture)

Days and Times	Room	Instructor	Dates	Topic
MoWeFr 10:40AM-11:30AM	Chemistry Laboratory C130	Daniel Savin, Daniel Talham	08/22/2018 - 12/05/2018	GEN CHEM & QUAL ANALY
Tu 8:30AM-9:20AM	Leigh Hall 0242	Daniel Savin, Daniel Talham	08/22/2018 - 12/05/2018	GEN CHEM & QUAL ANALY

Enrollment Requirements:
Prereq: CHM 2045 and [MAC 1147 or (MAC 1140 and MAC 1114) or MAC 2311].

Go To [Run Post Enrollment Requirement Checking](#) [Process Drops for Non-Compliance](#)

Enrollment Capacity 39 Review Complete for Batch Drop Processing

Select Display Option Summary View Detail View

Set Filter Options

Enrollment Status Filter

Display Enrolled (39) Waitlisted (0) Dropped (12)

Most Recent Requirement Status

Display students in non-compliance Not Satisfied (2) Conditionally Satisfied (1)

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

Permitted (7) Satisfied (29) Unknown (0)

EXAMPLE

Enrolled Students							
Requirement Data		Audit / Information Links					
Select	ID	Name	Drop / Approved Indicator	Enrollment Req Status	Post Enroll Req Status	Status	
1	<input type="checkbox"/>				Permitted	Permitted	Enrolled
2	<input type="checkbox"/>				Satisfied	Satisfied	Enrolled
3	<input type="checkbox"/>				Satisfied		Enrolled
4	<input type="checkbox"/>				Permitted	Permitted	Enrolled
5	<input type="checkbox"/>				Conditional	Satisfied	Enrolled
6	<input type="checkbox"/>				Satisfied		Enrolled
7	<input type="checkbox"/>				Satisfied	Satisfied	Enrolled
8	<input type="checkbox"/>		Drop Request		Satisfied	Not Satisfied	Enrolled
9	<input type="checkbox"/>				Satisfied	Satisfied	Enrolled
10	<input type="checkbox"/>				Permitted	Permitted	Enrolled
11	<input type="checkbox"/>				Satisfied		Enrolled
12	<input type="checkbox"/>				Permitted	Satisfied	Enrolled
13	<input type="checkbox"/>				Permitted	Satisfied	Enrolled
14	<input type="checkbox"/>				Satisfied	Satisfied	Enrolled
15	<input type="checkbox"/>				Satisfied	Satisfied	Enrolled

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.

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Enrollment Requirements:
 Prereq: CHM 2045 and [MAC 1147 or (MAC 1140 and MAC 1114) or MAC 2311].

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

Enrollment Status

Display Enrolled (39) Waitlisted (0) Dropped (12)

Most Recent Requirement Status

Display students in non-compliance Not Satisfied (2) Conditionally Satisfied (1)

Display other students Enrollment Component (0) Overridden (0) Satisfied (29) Unknown (0)

- **Enrollment Status:** enrollment status of students on the roster
 - Enrolled
 - Waitlisted
 - 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:

Enrolled and Waitlisted Students							Personalize	Find	1-10 of 10	Last
Select	ID	Name	Drop / Approved Indicator	Enrollment Req Status	Post Enroll Req Status	Status				
<input type="checkbox"/>				Permitted	Permitted	Enrolled				
<input type="checkbox"/>				Permitted	Permitted	Enrolled				
<input type="checkbox"/>			Drop Request	Satisfied	Not Satisfied	Enrolled				
<input type="checkbox"/>				Permitted	Permitted	Enrolled				
<input type="checkbox"/>			Drop Request	Satisfied	Not Satisfied	Enrolled				
<input type="checkbox"/>				Permitted	Permitted	Enrolled				
<input type="checkbox"/>			Approved	Permitted	Conditional	Enrolled				
<input type="checkbox"/>				Permitted	Permitted	Enrolled				
<input type="checkbox"/>				Permitted	Permitted	Enrolled				
<input type="checkbox"/>				Permitted	Permitted	Enrolled				

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

EXAMPLE OF REQUISITE NOT MET:

Set Filter Options

Find First 8 of 39 Last

ID

Select Drop / Approved Indicator Drop Request

Audit / Information Links
Tracking Course History Statistics

Enrollment Requirement Status Satisfied

Post Enrollment Requirement Status Not Satisfied
Last Updated 08/16/18 3:31:29PM

Not Satisfied Prereq: CHM 2045 and [MAC 1147 or (MAC 1140 and MAC 1114) or MAC 2311].

Satisfied Must take course id: 017063; Subject: CHM, Catalog Nbr: 2045

Course	Description	Term	Units	Grade
CHM 2045	General Chemistry	Fall 2015	3.00	P
CHM 2045	General Chemistry	Summer 2018	3.00	A

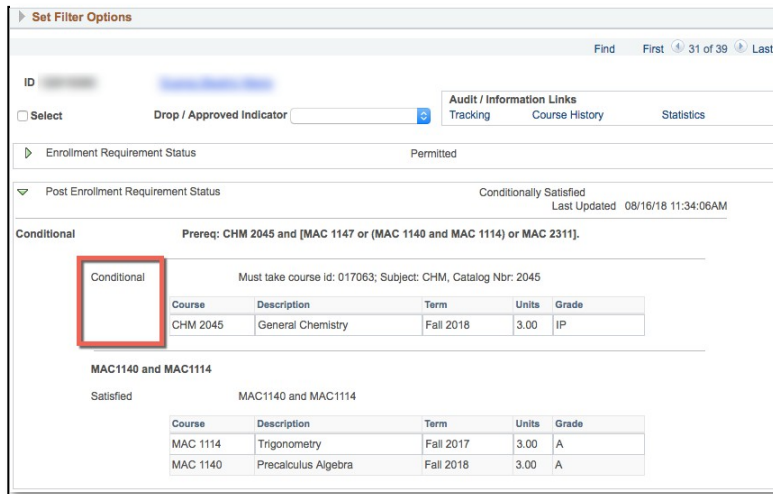
Not Satisfied Must take course id: 013784; multiple offerings are available

MAC1140 and MAC1114

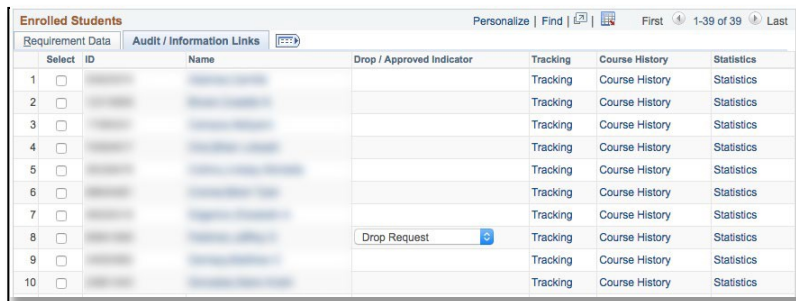
Not Satisfied MAC1140 and MAC1114

Not Satisfied Must take course id: 013790; multiple offerings are available

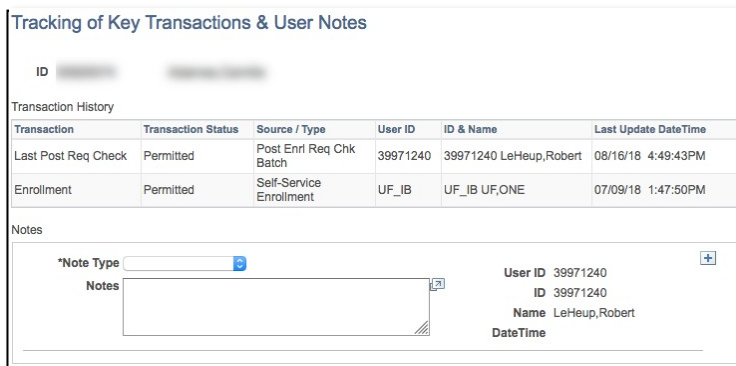
EXAMPLE OF REQUISITE STILL IN CONDITIONAL STATUS



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

- **Statistics:** link to the academics tab of the Student Services Center, which shows the student’s academic statistics

To re-run the PERC requisite check for a sub-set of students in the class, use the Select check boxes to identify which students to review and then click the “Run” button.

Note: A maximum of 20 students may be selected.

8	<input type="checkbox"/>			Permitted	Permitted	Enrolled
9	<input type="checkbox"/>			Permitted	Permitted	Enrolled
10	<input type="checkbox"/>			Permitted	Permitted	Enrolled

Select All Clear All Go to top

Run Post Enrollment Requirement Checking

Run Post Enrollment Requirement Checking for selected students

DROPPING 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. Departments 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 status.

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.

Process Drops for Non-Compliance

For students listed above, process drops for

selected students

students where Drop Request Indicator is selected

students with a post enrollment requirement status of

Override Action Date to:

Conditionally Satisfied

Not Satisfied

- **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

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

Office of the University Registrar
352-392-1374
registrar.ufl.edu