

REVIEWING POST ENROLLMENT REQUIREMENT CHECK (PERC) ROSTERS

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 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)

Spring 2023 | 1 - Regular Academic Session | University of Florida | Undergraduate

▼ CHM 2046 - 46FO (11047)
General Chemistry 2 (Lecture)

Days and Times	Room	Instructor	Dates	Topic
TBA	TBA	Stacey-Ann Benjamin	01/09/2023 - 04/26/2023	GEN CHEM & QUAL ANALY

▼ Enrollment Requirements:

Prereq: CHM 2045 with a grade of C or better and [MAC 1147 or (MAC 1140 and MAC 1114)] or (MAC 2### or MAC 3### or MAC 4###).
Student needs to be in an active Student Group = UFO. Online Degree Initiative immEx

Go To Run Post Enrollment Requirement Checking Process Drops for Non-Compliance

Enrollment Capacity 25 Review Complete for Batch Drop Processing

Select Display Option Summary View Detail View

▼ Set Filter Options

Enrollment Status

Display Enrolled (7) Waitlisted (0) Dropped (0)

Most Recent Requirement Status

Display students in non-compliance Not Satisfied (0) Conditionally Satisfied (4)

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

Permitted (1) Satisfied (2) 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 Roster (Summary) displays data on the class and its requirements.

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].

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 [L2] [Grid] First 1-10 of 10 Last						
Requirement Data Audit / Information Links						
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 [blurred]

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

Conditional: Must take course (c): 017063; Subject: CHM, Catalog Nbr: 2045

Course	Description	Term	Units	Grade
CHM 2045	General Chemistry	Fall 2018	3.00	IP

MAC1140 and MAC1114

Satisfied

Course	Description	Term	Units	Grade
MAC 1114	Trigonometry	Fall 2017	3.00	A
MAC 1140	Precalculus Algebra	Fall 2018	3.00	A

The **Audit/Information Links** tab contains links to additional PERC and academic data for the student.

Select	ID	Name	Drop / Approved Indicator	Tracking	Course History	Statistics
<input type="checkbox"/>				Tracking	Course History	Statistics
<input type="checkbox"/>				Tracking	Course History	Statistics
<input type="checkbox"/>				Tracking	Course History	Statistics
<input type="checkbox"/>				Tracking	Course History	Statistics
<input type="checkbox"/>				Tracking	Course History	Statistics
<input type="checkbox"/>				Tracking	Course History	Statistics
<input type="checkbox"/>				Tracking	Course History	Statistics
<input type="checkbox"/>			Drop Req est	Tracking	Course History	Statistics
<input type="checkbox"/>				Tracking	Course History	Statistics
<input type="checkbox"/>				Tracking	Course History	Statistics

- **Tracking:** links to date/time details on a student's PERC status history for the class
 - Note Type and Notes have not been defined and are not in use at this time

Transaction History

Transaction	Transaction Status	Source / Type	User ID	ID & Name	Last Update DateTime
Last Post Req Check	Permitted	Post Enrl Req Chk Batch		LeHeup,Robert	08/16/18 4:49:43PM
Enrollment	Permitted	Self-Service Enrollment	UF_IB	UF_IB UF,ONE	07/09/18 1:47:50PM

Notes

*Note Type [dropdown] [button]

Notes [text area]

User ID [input]
ID [input]
Name LeHeup,Robert
DateTime [input]

- 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.

27	<input type="checkbox"/>			Satisfied	Satisfied	Enrolled
28	<input type="checkbox"/>			Overridden		Enrolled
29	<input type="checkbox"/>			Satisfied	Satisfied	Enrolled
30	<input type="checkbox"/>			Overridden		Enrolled

Select All Clear All Go to top

Notify Selected Students

▼ Run Post Enrollment Requirement Checking

Run Post Enrollment Requirement Checking for selected students **Run**

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.

27	<input type="checkbox"/>			Satisfied	Satisfied	Enrolled
28	<input type="checkbox"/>			Overridden		Enrolled
29	<input type="checkbox"/>			Satisfied	Satisfied	Enrolled
30	<input type="checkbox"/>			Overridden		Enrolled

Select All Clear All Go to top

Notify Selected Students

▼ Run Post Enrollment Requirement Checking

Run Post Enrollment Requirement Checking for selected students Run

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 **Run**

selected students

students where Drop Request Indicator is selected

students with a post enrollment requirement status of

Conditionally Satisfied

Not Satisfied

Override Action Date to:

- **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 – SUMMER TERM

When reviewing **PERC Rosters for Summer (e.g. 2225)** please pay close attention to the session information.

- Six Week- First (Six Wk 1 or 6W1): Summer A
- Six Week- Second (Six Wk 2 or 6W2): Summer B
- Regular Academic Session (Regular or 1): Summer C

You can also apply session as a filter when searching for courses on the Enrollment Requirement Roster page:

Enrollment Requirement Roster

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Academic Institution: begins with

Term: begins with

Subject Area: begins with

Catalog Nbr: begins with

Session: =

Class Section: begins with

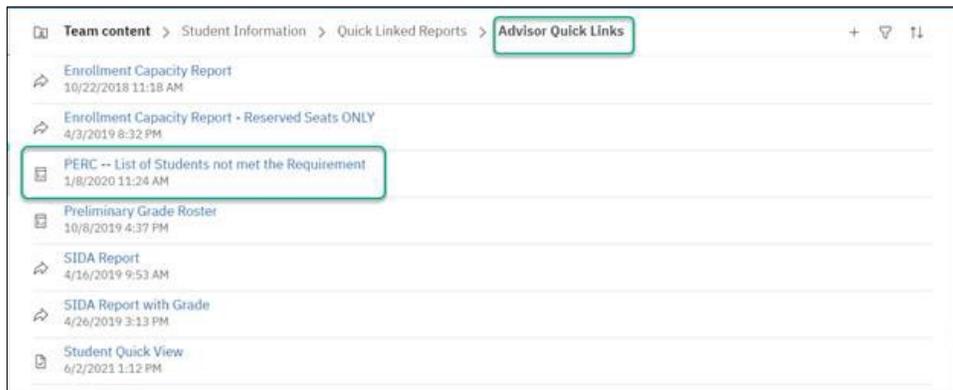
Class Nbr: =

[Basic Search](#) [Save Search Criteria](#)

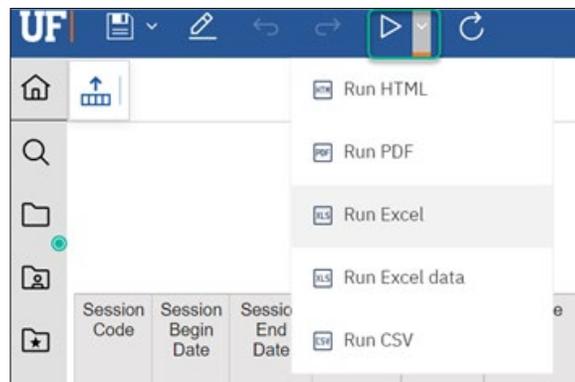
APPENDIX – REPORTING

To find all students or courses offered by Academic Group (College) or Academic Organization (Department) for the term, you can use:

1. **Access Enterprise Analytics** at <https://reporting.it.ufl.edu> and then navigate from the left side of the screen to Team Content – Student Information– Quick Linked Reports – Advisor Quick Links-**PERC-List of Students not met the Requirements**.
 - **Required Prompts Section: Select TERM (2228, etc.) in the Term Field**
 - Optional Prompts Section: Select Academic Group (College) or Academic Organization (Department)
 - Click Finish to run the report in the web browser (defaults to HTML).
 - You can export the data to the formatting of your choice (Excel, PDF, CSV):



2. **Access Enterprise Analytics** at <https://reporting.it.ufl.edu> and then navigate from the left side of the screen to Team Content – Student Information – Schedule of Courses – **Department View Schedule of Classes**.
 - **Required Prompts Section: Select TERM (2228, etc.) in the Term Field**
 - Optional Prompts Section: Select Academic Group (College) or Academic Organization (Department)
 - Click Finish to run the report in the web browser (defaults to HTML).
 - You can export the data to the formatting of your choice (Excel, PDF, CSV):



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.
- **Waiting:** The student is on the waitlist for this section.
- **Blank:** the student adjusted their schedule while the PERC process was running.
- **Unknown:** No requirement status exists. This value typically appears when a requirement was added to the class after the student was enrolled.

PERC is run for both *enrolled and waitlisted* students. You can filter on Status Notes (double click) to have your waitlisted students display towards the top of the list.

Enrollment Requirements:
Prereq: MAN 3025 with a minimum grade of C and MAN 3240.
Academic Plan MGT_BSSA

Go To: Run Post Enrollment Requirement Checking | Process Drops for Non-Compliance

Enrollment Capacity: 52 | Review Complete for Batch Drop Processing

Select Display Option: Summary View | Detail View

Set Filter Options

Enrollment Status: Enrolled (52) | Waitlisted (11) | Dropped (0) | Filter

Most Recent Requirement Status: Not Satisfied (0) | Conditionally Satisfied (0)

Display other students: Enrollment Component (0) | Overridden (0) | Satisfied (83) | Permitted (0) | Unknown (0)

Enrolled Students | Personalize | Find | First | 1-63 of 63 | Last

Requirement Data	Audit / Information Links	Name	Enrollment Req Status	Post Enroll Req Status	Status	Status Notes
1	<input type="checkbox"/>		Satisfied	Satisfied	Waiting	Pos # 9
2	<input type="checkbox"/>		Satisfied	Satisfied	Waiting	Pos # 8
3	<input type="checkbox"/>		Satisfied	Satisfied	Waiting	Pos # 7
4	<input type="checkbox"/>		Satisfied	Satisfied	Waiting	Pos # 6
5	<input type="checkbox"/>		Satisfied	Satisfied	Waiting	Pos # 5
6	<input type="checkbox"/>		Satisfied	Satisfied	Waiting	Pos # 4
7	<input type="checkbox"/>		Satisfied	Satisfied	Waiting	Pos # 3
8	<input type="checkbox"/>		Satisfied	Satisfied	Waiting	Pos # 2
9	<input type="checkbox"/>		Satisfied	Satisfied	Waiting	Pos # 11
10	<input type="checkbox"/>		Satisfied	Satisfied	Waiting	Pos # 10
11	<input type="checkbox"/>		Conditional	Satisfied	Waiting	Pos # 1
12	<input type="checkbox"/>		Satisfied	Satisfied	Enrolled	
13	<input type="checkbox"/>		Satisfied	Satisfied	Enrolled	
14	<input type="checkbox"/>		Satisfied	Satisfied	Enrolled	
15	<input type="checkbox"/>		Permitted	Satisfied	Enrolled	
16	<input type="checkbox"/>		Satisfied	Satisfied	Enrolled	
17	<input type="checkbox"/>		Satisfied	Satisfied	Enrolled	
18	<input type="checkbox"/>		Satisfied	Satisfied	Enrolled	

You may notice some students on your Roster where the Post Enroll Status is Blank; this is because the student adjusted their schedule while the PERC process was running.

The screenshot shows the 'Enrollment Requirements' section with 'Prereq: MAC 2311'. Below are options for 'Go To' (Run Post Enrollment Requirement Checking, Process Drops for Non-Compliance), 'Enrollment Capacity: 22', and 'Review Completa for Batch Drop Processing'. The 'Set Filter Options' section includes checkboxes for 'Enrollment status' (Enrolled (21), Waitlisted (0), Dropped (0)), 'Most Recent Requirement status' (Not Satisfied (0), Conditionally Satisfied (0)), and 'Display students in non-compliance' (Enrollment Component (0), Overridden (0), Satisfied (20), Unknown (0)).

select	ID	Name	Enrollment Req. Status	Post Enroll Req. Status	Status
<input type="checkbox"/>	1		Conditional	Satisfied	Enrolled
<input type="checkbox"/>	2		Permitted		Enrolled
<input type="checkbox"/>	3		Satisfied		Enrolled
<input type="checkbox"/>	4		Satisfied		Enrolled
<input type="checkbox"/>	5		Satisfied		Enrolled
<input type="checkbox"/>	6		Satisfied		Enrolled
<input type="checkbox"/>	7		Satisfied		Enrolled
<input type="checkbox"/>	8		Satisfied		Enrolled
<input type="checkbox"/>	9		Satisfied		Enrolled
<input type="checkbox"/>	10		Satisfied		Enrolled
<input type="checkbox"/>	11		Satisfied		Enrolled
<input type="checkbox"/>	12		Satisfied		Enrolled
<input type="checkbox"/>	13		Satisfied		Enrolled
<input type="checkbox"/>	14		Satisfied		Enrolled
<input type="checkbox"/>	15		Satisfied		Enrolled
<input type="checkbox"/>	16		Satisfied		Enrolled
<input type="checkbox"/>	17		Satisfied		Enrolled
<input type="checkbox"/>	18		Satisfied		Enrolled
<input type="checkbox"/>	19		Satisfied	Satisfied	Enrolled
<input type="checkbox"/>	20		Satisfied	Satisfied	Enrolled
<input type="checkbox"/>	21		Satisfied	Satisfied	Enrolled

Why are these blank?

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk

352-392-HELP

helpdesk.ufl.edu