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
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.

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.

- **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 Table]

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]

Not Satisfied

Must take course id: 017063, Subject: CHM, Catalog No: 2045

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term</th>
<th>Units</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 2045</td>
<td>General Chemistry</td>
<td>Fall 2015</td>
<td>3.00</td>
<td>P</td>
</tr>
<tr>
<td>CHM 2045</td>
<td>General Chemistry</td>
<td>Summer 2016</td>
<td>3.00</td>
<td>A</td>
</tr>
</tbody>
</table>

Not Satisfied

Must take course id: 013784, multiple offerings are available

MAC1140 and MAC1114

Not Satisfied

Must take course id: 013790, multiple offerings are available

Not Satisfied

Must take course id: 013784, 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
  - Note Type and Notes have not been defined and are not in use 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.

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**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.

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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

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:
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](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](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.
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.

FOR ADDITIONAL ASSISTANCE

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