



Post Enrollment Requirement Checking

The Post Enrollment Requirement Checking (PERC) allows you to check the enrollment requirements after registration is in progress. When students enroll in classes, the enrollment requirements are checked. If the student is enrolled in a pre-requisite class, it assumes that the student will pass it satisfactorily. With PERC, you can run the process to verify if in fact the student passed the pre-requisite class.

- Navigation:

Curriculum Management > Enrollment Requirements > Post Enroll Req Checking > Enrollment Requirement Roster
- On the **Find an Existing Value** page, enter your search criteria to retrieve the desired class and click **Search**

Find an Existing Value

Limit the number of results to (up to 300):

Academic Institution: BKCMP

Term: 2128

Subject Area: Psyc

Catalog Nbr: 300a

Session:

Class Section:

Class Nbr:

Search **Clear** [Basic Search](#) [Save Search Criteria](#)
- Select the desired class section from the **Search Results**

View All First 1-2 of 2 Last

| Academic Institution | Term | Subject Area | Catalog Nbr | Session | Class Section | Class Nbr | Description |
|----------------------|------|--------------|-------------|---------|---------------|-----------|----------------------------|
| BKCMP | 2128 | PSYC | 300A | Regular | 01 | 80520 | Understanding Psych Res I |
| BKCMP | 2128 | PSYC | 300B | Regular | 01 | 80521 | Understanding Psych Res II |
- When the **Enrollment Requirement Roster (Summary)** page appears, it shows information about the class including the enrollment requirements.

PSYC 300A - 01 (80520)

Understanding Psych Res I (Lecture)

| Days and Times | Room | Instructor | Dates |
|--------------------|------|------------|-------------------------|
| MoWe 3:00PM-5:05PM | TBA | Staff | 09/10/2012 - 11/28/2012 |

Enrollment Requirements:

Prerequisite: PSYC 100 and PSYC 200 or Math 140 with a grade of D- or higher.
Main Campus
- In the **Set Filter Options** section,

 - Check Not Satisfied
 - Check Conditionally Satisfied
 - Check Overridden
 - Click the **filter** button

Set Filter Options **filter**

Enrollment Status:

Display Enrolled (24) Waitlisted (0) Dropped (0)

Most Recent Requirement Status:

Display students in non-compliance Not Satisfied (0) Conditionally Satisfied (2)

Display other students Enrollment Component (0) Overridden (17) Permitted (0) Satisfied (5) Unknown (0)



6. Your results will display in the **Enrolled and Waitlisted Students** section. The students listed are based on the filters used in the **Set Filter Options**.

- Print or download a copy for your faculty member.

| Enrolled and Waitlisted Students | | | | | Customize | Find | First | 1-19 of 19 | Last |
|----------------------------------|--------------------------|---------------------------|---------------|-----------------------|-----------|------|-------|------------|------|
| Requirement Data | | Audit / Information Links | | | | | | | |
| | Select | ID | Name | Enrollment Req Status | Status | | | | |
| 1 | <input type="checkbox"/> | 6243 | Dropper, Yves | Overridden | Enrolled | | | | |
| 2 | <input type="checkbox"/> | 6701 | Know, Ida | Conditional | Enrolled | | | | |
| 3 | <input type="checkbox"/> | 5604 | Student, Ima | Overridden | Enrolled | | | | |

7. To notify the students,

- Click Select All or check the Select boxes of the students you want to notify
- Click the **notify selected students** button

The screenshot shows the 'Enrolled and Waitlisted Students' interface. Below the table, there are two buttons: 'Select All' and 'Clear All'. Below these is a button labeled 'notify selected students', which is circled in red. The table content is identical to the one in step 6.

8. The **Send Notification** page appears. It automatically places your email address in the **From** and **To** boxes and adds the selected students' email addresses to the **BCC**.

- Add your message to the **Message Text box**
- Click Send Notification

Sample text:

As of April 30th there is no evidence in the system to indicate that you have successfully completed the pre-req(s) for this course. If that evidence is not in the system by August 31st, you will be dropped from the course on September 1st.

The screenshot shows the 'Notification from Tammara Sherman' form. The 'From' field is 'aeinstein@net'. The 'To' field is 'aeinstein@net'. The 'BCC' field contains 'astudent@net'. The 'Subject' field is '<From the desk of Albert Einstein >'. The 'Message Text' field contains the sample text from the previous step. At the bottom, there is a green button labeled 'SEND NOTIFICATION', which is circled in red.

9. On the Send Notification Result page, click the **Return to Enrollment Requirement Roster (Summary)** link.

The screenshot shows the 'Send Notification Result' page. It features a green box with the text 'E-mail sent to: tsherman@csub.edu, tsherman@csub.edu'. Below this box, there is a link labeled 'Return to Enrollment Requirement Roster (Summary)', which is circled in red.



10. If **Conditional** appears in the **Enrollment Req Status** column, you can click on it.

| Enrolled and Waitlisted Students | | | | | Customize Find | | First | 1-19 of 19 | Last |
|----------------------------------|--------------------------|------|---------------------------|-----------------------|------------------|--|-------|------------|------|
| Requirement Data | | | Audit / Information Links | | | | | | |
| | Select | ID | Name | Enrollment Req Status | Status | | | | |
| 1 | <input type="checkbox"/> | 6243 | Dropper, Yves | Overridden | Enrolled | | | | |
| 2 | <input type="checkbox"/> | 6701 | Know, Ida | Conditional | Enrolled | | | | |
| 3 | <input type="checkbox"/> | 5604 | Student, Ima | Overridden | Enrolled | | | | |

11. The **Enrollment Requirement Roster Detail** page appears for the selected student. It shows the details of the student's *Conditional* status.

| Enrollment Requirement Status | | Conditionally Satisfied |
|-------------------------------|--|------------------------------|
| Satisfied | Main Campus | |
| | Satisfied Student Group Equal CSUB Main Campus | |
| Conditional | Prerequisite: PSYC 100 and PSYC 200 or Math 140 with a grade of D- or higher. | |
| Conditional | Must take course id: 003256; Subject: PSYC, Catalog Nbr: 100 | |
| | Course | Description |
| | PSYC 100 | Explorations in Psychology |
| | PSYC 100 | Explorations in Psychology |
| | | Term |
| | | Fall 2012 |
| | | Fall 2012 |
| | | Units |
| | | 4.50 |
| | | 4.50 |
| | | Grade |
| | | C |
| | | RD |
| Conditional | Must take course id: 003257; Subject: PSYC, Catalog Nbr: 200 | |
| | Course | Description |
| | PSYC 200 | Intro to Statistical Methods |
| | | Term |
| | | Fall 2012 |
| | | Units |
| | | 7.50 |
| | | Grade |
| | | RD |
| Satisfied | Must take course id: 002229; Subject: MATH, Catalog Nbr: 140 | |

12. Click the Save button