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.

1.	Navigation: **Curriculum Management > Enrollment Requirements > Post Enroll Req Checking > Enrollment Requirement Roster**
2.	On the **Find an Existing Value** page, enter your search criteria to retrieve the desired class and click **Search**
3.	Select the desired class section from the **Search Results**
4.	When the **Enrollment Requirement Roster (Summary)** page appears, it shows information about the class including the enrollment requirements.
5.	In the **Set Filter Options** section, • Check Not Satisfied • Check Conditionally Statisfied • Check Overridden • Click the **filter** button

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	☐	6243	Dropper, Yves			Overridden	Enrolled
2	☐	6701	Know, Ida			Conditional	Enrolled
3	☐	5604	Student, Ima			Overridden	Enrolled

7.	To notify the students,

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

		Enrolled and Waitlisted Students		Customize
		Requirement Data	Audit / Information Links	
	Select	ID	Name	
1	☐	6243	Dropper, Yves	
2	☐	6701	Know, Ida	
3	☐	5604	Student, Ima	

Select All   Clear All

notify selected students

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.

Notification from Tammara Sherman

From:	aeinstein@nett
To:	aeinstein@nett
CC:	
BCC:	astudent@nett
Subject:	<From the desk of Albert Einstein >
Message 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.

SEND NOTIFICATION

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

Send Notification Result

E-mail sent to:
    tsherman@csub.edu, tsherman@csub.edu

Return to Enrollment Requirement Roster (Summary)

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

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

12.	Click the [Save] button