Post Enrollment Requirement Checking (PERC)

The Post Enrollment Requirement Checking (PERC) functionality is used to identify students who are missing or no longer meet requisite requirements for classes in which they are enrolled. The process requires two steps: running the post enrollment requirement check and then generating the report of students who are not requisite compliant.

**NOTE:** This process can be run multiple times, but it is advisable to run it for the final time when grades and academic standings have been processed for the term(s) immediately preceding the term for which it is run.

**Running Post Enrollment Requirement**

1. Log in to UAConnect and click the **NavBar** icon on the banner.

2. Click the **Navigator** icon to open the menu files.

3. Click the Navigation: **Curriculum Management>Enrollment Requirements>Post Enrollment Req Checking> Run Post Enrollment Req**

4. Click **Add a New Value** to create new run control if needed. If a run control has already been created, enter the run control in the **Run Control Id** field.
5. Enter the parameters to run the process.
Post Enrollment Requirement Check

a. Institution and term: Term will generally be the upcoming term, but it is possible that it is needed for both summer and fall terms at the end of the spring term.
b. Select Enrollment Status(es) to be included.
c. Select Most Recent Requirements Statuses of Not Satisfied and Conditional. To view all statuses, select all options or select only the status applicable for your search. Include Satisfied status as majors and GPA may have changed.
d. Select the Action if applicable.

NOTE: Do not set a Drop Request Indicator if you intend to run the process multiple times per term. Once a drop request indicator is set for a student, the process will not re-evaluate that student in subsequent runs.
e. Choose Population Selection or Manual Entry by Class to define what classes are to be evaluated.
f. Population Selection requires PS Query access to pull a subset of classes. Click the Look Up button and select the appropriate query from the available options:
   - SSR_REQS_ACAD_ORG pulls by department
   - SSR_REQS_SUBJECT or SUBJECT_CATNBR by individual subject or individual course.

NOTE: To keep output serviceable do not use the following PS queries:
   - SSR_REQS_ACAD_GROUP, SSR_REQS_CAMPUS, and SSR_REQS_CAREER.

   g. Click the Edit Prompts link in the Population Selection area. Click the OK button to save prompt information.

   ![Query Prompts](image)

   h. Click the Preview Selection Results link in the Population Selection area. This returns class section information only and is not student-specific data.
6. If the displayed information is correct, click the **Return** button and click **Save**.

7. Click the **Run** button at the top of the screen.

8. Verify that SRRQPERC is selected in the **Process List** and click **OK**.

9. Click on the **Process Monitor** link. Once the process completes, it should display a **Run Status** of **Success** and a **Distribution Status** of **Posted**.

10. Click the **Go back to Post Enroll Requirement** link.
11. Click the **Get/Refresh Last Request** button. Verify there are no transactions in error.

**Printing Enrollment Requirement Roster**

Navigate to **Curriculum Management>Enrollment Requirements>Post Enrollment Req Checking> Print Enrollment Req Roster.**

1. Click **Add a New Value** to create new run control if needed. If a run control has already been created, enter the run control in the **Run Control Id** field.

2. Enter the parameters to run the process:
a. Institution and term—term should match whatever term(s) you ran the Post Enrollment Requirement Checking process
b. Select from Summary, Detail or Combined View options – Select a report display.
c. Select a Sort Option
d. Select enrollment status(es).
e. Select Not Satisfied and Conditional as the most recent requirement statuses.
f. Select other students to see:
   i. who was overridden into a class
g. Choose Population Selection or Manual Entry by Class to define what classes are to be evaluated.
   i. Population Selection requires PS Query access to pull a subset of classes. Click the Look Up button and select the appropriate query from the available options: SSR_REQS_ACAD_ORG pulls by department SSR_REQS_SUBJECT or SUBJECT_CATNBR by individual subject or individual course.

NOTE: To keep output serviceable **do not use** the following PS queries: SSR_REQS_ACAD_GROUP, SSR_REQS_CAMPUS, and SSR_REQS_CAREER.

h. Click the Edit Prompts link and edit prompts as necessary.
i. Click the Preview Results link. NOTE: This returns class section information only, not student-specific data.
3. Click the **Return** button at the top of the page.
4. Click **Save**.
5. Click **Run** at the top of the page.
6. Click the **Distribution** link and select **User**. Add your user ID in the **Distribution ID** field and click **OK**.

7. Click **OK** to run the report.
8. Click the **Process Monitor** link. When the process displays a **Run Status** of **Success** and a **Distribution Status** of **Posted**, click the **Go Back to Print Enrollment Req Roster** link.

9. Click the **Report Manager** link.

10. Click the **Administration** tab to download the report.

11. Click the **SSR-REQS_RPT-SSR_REQS_REPT.pdf** link.