

Post Enrollment Requirement Checking (PERC)

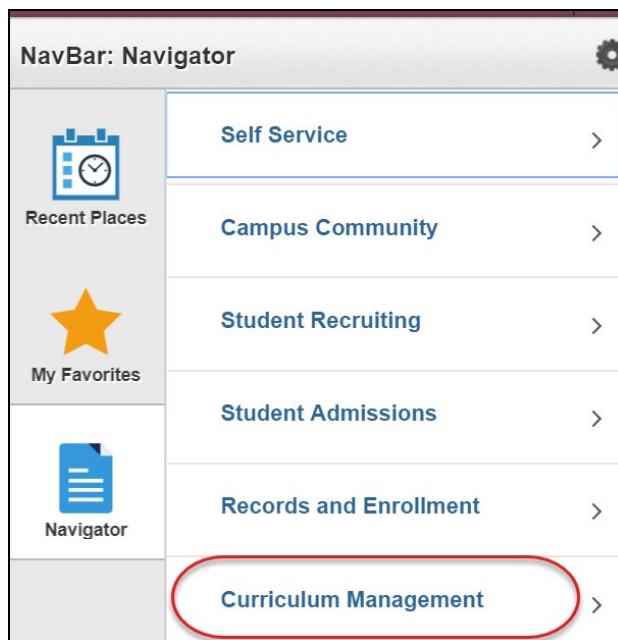
The Post Enrollment Requirement Checking (PERC) functionality is used to identify students who are missing or no longer meet requisite requirements for classes in which they are enrolled. The process requires two steps: running the post enrollment requirement check and then generating the report of students 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.

Run Post Enroll Requirement

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

▼ **Search Criteria**

Run Control ID

Case Sensitive

5. Enter the parameters to run the process.

Run Post Enrollment Requirement Checking

Run Control ID [Report Manager](#) [Process Monitor](#)

Select students using these conditions:

*Academic Institution The University of Arkansas

*Term Fall 2018

Select students with the following status:

Enrollment Status

Select Enrolled Waitlisted

Most Recent Requirement Status

Select students in non-compliance Not Satisfied Conditional

Select other students Enrollment Component Overridden

Permitted Satisfied Unknown

Action

Set Drop Request Indicator for Students in Non-Compliance

If process results in a status of Conditionally Satisfied

If process results in a status of Not Satisfied

Population Selection

Population Selection

Selection Tool [Edit Prompts](#)

Query Name [Launch Query Manager](#) [Preview Selection Results](#)

Manual entry by class

Use Class Select

▼ **Transaction**

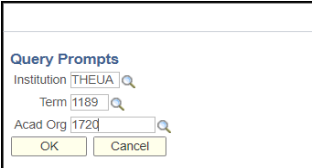
- a. **Institution and term:** Term will generally be the upcoming term, but it is possible that it is needed for both summer and fall terms at the end of the spring term.
- b. Select **Enrollment Status(es)** to be included.
- c. Select **Most Recent Requirements Statuses** of **Not Satisfied** and **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.



The image shows a 'Query Prompts' dialog box with the following fields and values:

- Institution: THEUA
- Term: 1189
- Acad Org: 1720

Buttons: OK, Cancel

- h. Click the **Preview Selection Results** link in the Population Selection area. This returns class section information only and is not student-specific data.

Preview Selection Results

[Return](#)

	Institution	Term	Subject	Catalog	Session	Section	Course ID	Offer Nbr	Class Nbr	Acad Org	Acad Group	Campus	Topic ID	Component	Career	Descr	Rq Group	Catlg Rqs	Rq Group
1	THEUA	1189	PLSC	1003	1	001	036798	1	11829	1720	ARSC	FAY	0	LEC	UGRD	POLITICAL SCIENCE PERSPECTIVES	017704	Y	017704
2	THEUA	1189	PLSC	2003	1	901	018077	2	5902	1720	ARSC	OFF	0	LEC	UGRD	AMERICAN NATIONAL GOVT		Y	
3	THEUA	1189	PLSC	2003	1	902	018077	2	10409	1720	ARSC	OFF	0	LEC	UGRD	AMERICAN NATIONAL GOVT		Y	
4	THEUA	1189	PLSC	2003	1	903	018077	2	12637	1720	ARSC	OFF	0	LEC	UGRD	AMERICAN NATIONAL GOVT		Y	
5	THEUA	1189	PLSC	2003	1	904	018077	2	12639	1720	ARSC	OFF	0	LEC	UGRD	AMERICAN NATIONAL GOVT		Y	
6	THEUA	1189	PLSC	3103	1	001	018088	1	7656	1720	ARSC	FAY	0	LEC	UGRD	PUBLIC ADMINISTRATION	002441	Y	002441
7	THEUA	1189	PLSC	3103	1	002	018088	1	12025	1720	ARSC	FAY	0	LEC	UGRD	PUBLIC ADMINISTRATION	002441	Y	002441
8	THEUA	1189	PLSC	3203	1	901	035015	2	12699	1720	ARSC	OFF	0	LEC	UGRD	INTRO TO LEGAL STUDIES	012913	Y	012913
9	THEUA	1189	PLSC	3203	1	902	035015	2	12700	1720	ARSC	OFF	0	LEC	UGRD	INTRO TO LEGAL STUDIES	012913	Y	012913
10	THEUA	1189	PLSC	3233	1	001	018128	1	11831	1720	ARSC	FAY	0	LEC	UGRD	THE AMERICAN CONGRESS	002463	Y	002463
11	THEUA	1189	PLSC	3503	1	001	018097	1	11839	1720	ARSC	FAY	0	LEC	UGRD	GOVT/POLITICS OF EAST ASIA	002448	Y	002448

- If the displayed information is correct, click the **Return** button and click Save.
- Click the **Run** button at the top of the screen.
- Verify that **SRRQPERC** is selected in the **Process List** and click **OK**.

Process Scheduler Request

User ID Run Control ID ARSC1720

Server Name Run Date 08/13/2018

Recurrence Run Time 6:14:46PM

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Process Post Enroll Req Check	SRRQPERC	PSJob	(None)	(None)	Distribution

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

Process Scheduler Request

User ID Run Control ID ARSC1720

Server Name Run Date 08/14/2018

Recurrence Run Time 1:56:50PM

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Post Requisite Batch Reports	SSR_REQS_RPT	BI Publisher	Web	PDF	Distribution

Distribution Detail

Process Name SSR_REQS_RPT
Process Type XML Publisher
Folder Name
Retention Days

Email Only

Email Subject Email With Log: Email Web Report:

Message Text

Email Address List

*ID Type	*Distribution ID
User	PS

User

Enter User Id

7. Click **OK** to run the report.

Print Enrollment Requirement Rosters

Run Control ID

Select students using these conditions:

*Academic Institution THEUA The University of Arkansas
*Term 1189 Fall 2018

Select Display Option Summary View Detail View Combined View

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.

View Reports For

User ID Type Last 1 Days

Status Folder Instance to

Report List

1-2 of 2 | View All

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	563339	8	SSR_REQS_RPT - SSR_REQS_RPT.pdf	12/03/2018 1:29:11PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	563337	6	Generate Post Enrl Req Chk	12/03/2018 1:00:35PM	Text Files (*.txt)	Posted	Details

**Print Enrollment Requirement Rosters
Class Summary Report**

Fall 2018 | Regular Academic Session | The University of Arkansas |

PLSC 1003 - 001 (11829)
Perspectives in Political Science (Lecture)

Days and Times	Room	Instructor	Dates	Topic
MoWeFr 10:45AM-11:35AM	Old Main Classroom 0322	Karen Sebold	08/20/2018 - 12/06/2018	

E:
Prerequisite: Freshmen Political Science majors only.

Emplid	Name	Drop/Approved Indicator	Enrollment Reqs Status	Post Enrollment Reqs Status	Status	Status Note
1000000000	XXXXXXXXXX		Overridden	Not Satisfied	Enrolled	
1000000000	XXXXXXXXXX		Overridden	Not Satisfied	Enrolled	
1000000000	XXXXXXXXXX		Overridden	Not Satisfied	Enrolled	
1000000000	XXXXXXXXXX		Overridden	Not Satisfied	Enrolled	
1000000000	XXXXXXXXXX		Overridden	Not Satisfied	Enrolled	