



POST-ENROLLMENT REQUISITE CHECK (PERC) INFORMATION



INTRODUCTIONS

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- Enforce the requisites
- More enrollment control
- Encourages student/advisor/department communication
- Helps students to get in touch with resources and make appropriate course selections to advance



PERC Initial Set-Up

- Departments decide which courses to PERC and who will be PERC contacts
- RO checks Catalog Requisites and ensures consistency then does SIS set up



Student Enrollment

- Students who enroll while a requisite is in progress will be “conditionally” enrolled and receive this message...

Add Classes 1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

Spring 2015-2016 | Undergraduate | UW-Madison

✓ Success: enrolled ✗ Error: unable to add class ⚠ Success: Wait Listed

Class	Message	Status
ECON 666	Message: The pre-requisite has been met conditionally. The enrollment is allowed with the condition of satisfying the pre-requisite before the start of the class.	✓

MY CLASS SCHEDULE ADD ANOTHER CLASS

Departments

- Departments can view conditionally enrolled student in work center

PERC PROCESS OVERVIEW – REVIEW PHASE



- **RO** runs PERC process in SIS within a few days of grades being posted for the term
- **Departments** receive communication from the RO and then have **9 days** to review their rosters in the work center
- **Students** that are at risk of being dropped receive an email notification from the PERC email address, including department contact info
- **Advisors** receive 1 email that lists their assigned advisees at risk of being dropped and which course(s) they are enrolled in

PERC PROCESS OVERVIEW – REVIEW PHASE



- **During 9 day review** departments identify students they want dropped
- After review has been done **RO** runs PERC drop process and departments are notified
- **Students** and **advisors** each receive email notifications as well
- Always done within a timeframe that allows students to select alternative courses if need be
- Allows departments to fill seats prior to the start of a term



- Who will be:
 - In charge of PERC rosters and process in SIS
 - Contact person to be included in student emails



- What classes?
 - Consider those that are sequential, high demand
 - Catalog clean-up
 - Requisite Amnesty Program



Requisite Amnesty Program –

- Expedited process for **Revising** and **Enforcing** all course requisites in a subject
- Subject owners receive spreadsheet of course data
- All courses in subject listing, including crosslists, must be addressed
- Spreadsheet approval workflow:
 - School/College Curriculum Committee >> Michelle Young (on behalf of UCC) >> Scott Golueke (SIS catalog entry)



- Course change timeline
<https://apir.wisc.edu/uccmeetings.htm>
- Email Angie at *angela.rieves@wisc.edu*
 - **Who** – SIS security authorization
<https://sis.wisc.edu/access.htm>
 - **Who** – e-mail contact(s)
 - **What** courses you are hoping to PERC
- Angie will reply with catalog/enforced requisites and any questions we have as well as next steps