

POST-ENROLLMENT REQUISITE CHECK (PERC) INFORMATION

PERC Lunch n Learn Agenda



INTRODUCTIONS

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WHY PERC?



- 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 PROCESS OVERVIEW - INITIAL SET-UP



PERC Initial Set-Up

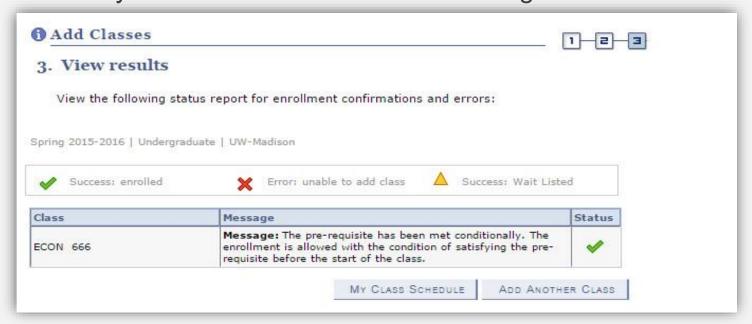
- Departments decide which courses to PERC and who will be PERC contacts
- RO checks Catalog Requisites and ensures consistency then does SIS set up

PERC PROCESS OVERVIEW - ENROLLMENT



Student Enrollment

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



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

GETTING STARTED – WHO?



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

GETTING STARTED – WHAT?



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

GETTING STARTED – WHAT?



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)

TIMELINE & NEXT STEPS



- 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