UH Requisite Checking

Departments that intend to implement course level requisite checking will contact the Assistant Registrar who will schedule a meeting to review components, functionality, scope and timing.

UH implements course level requisite checking at the request of the department/college that "owns" the course(s), referred to as *user* in the description of this business process, and only after adequate user testing has been completed.

It is highly recommended that the user designated to manage requisites have a strong working knowledge of department/college curriculum management policies and protocol, class schedule development, and enrollment (add/drop) processing before embarking on the implementation of requisites.

Appropriate training and security permission forms must be on file to grant access to this level of **myUH** components. Training sessions (Viewing Student Records, Enrollment, and Class Schedule Development) are scheduled for the university staff at large and training schedules can be accessed by searching "myUH training" on the UH main web page.

Access to the **Post Enrollment Requisite Checking** components (outlined in this document) is granted after user(s) meet with the Associate Registrar for training and have an approved/updated security permission form on file.

After contacting the Assistant Registrar to implement requisite checking, the user will complete the excel <u>template</u> for implementation tracking. This template should be returned before or during the initial implementation discussion and used as the record of implementation progress, this chart defines the scope of the implementation of the project:

Timing is everything, when implementing requisites; students will NOT be prevented from registration unless the requisite is in place BEFORE the enrollment cycle begins.
1. Define target courses to be setup using xls template below NOTE: only requisites clearly defined in Course Catalog language; send list to the ReqCheck Team via email: ReqCheck@uh.edu
2. After parameters are reviewed to qualify for ReqCheck setup, you will receive notification. At this point, you need to identify test students/emplids for each course/scenario and send back to ReqCheck team. Test students should include a. students that meet requisite b. students that do not meet requisite
3. ReqCheck team will create setup in a test database and notify you when setup is in place
4. you will test as

a. administrator (can you add them into class?)
b. student student able to enroll set finto class?)
We will communicate by email until we are satisfied that the requisites are working as intended.

2				Information provide	d by course owner		ReqCheck Team Use				
		course					setup		setup in	Requirement	
3	Course prefix	number	Course ID:	Catalog language	Comments for implementation	where setup: Catalog or Class Schedule?	completed	setup tested	production	code	Comments
			obtained			Catalog = requisite check is on the course and					
			from the	Provide language in catalog that supports this		every section scheduled for that course					
		4 numbers	active course	request.	Describe how you want the language to be	you want the language to be Schedule = requisite check selectively applied					
4	4 letters (usually)	(usually)	row in PS		implemented, if different than the exact language.	to specific section(s) of course					
				Prerequisites: CHEM 1112 and credit for or concurrent							
5	CHEM	3221	15001	enrollment in CHEM 3331	implement as described.	Catalog	sample	sample	sample	004138	sample example
6											
-											

Template:

http://www.uh.edu/about/offices/enrollment-services/registrar/course-requisites/timeline/ReqCheck_TEMPLATE.xls

Template Note Text:

Timing is everything, when implementing requisites; students will NOT be prevented from registration unless the requisite is in place BEFORE the enrollment cycle begins.

- Define target courses to be setup using xls template below NOTE: only requisites clearly defined in Course Catalog language; send list to the ReqCheck Team via email: <u>ReqCheck@uh.edu</u>
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 - a. students that meet requisite
 - b. students that do not meet requisite
- 3. ReqCheck team will create setup in a test database and notify you when setup is in place
- 4. You will test BOTH as
 - a. Administrator (can you add them into class?)
 - b. Student (would student able to enroll self into class?)

We will communicate by email until we are satisfied that the requisites are working as intended.

5. Setup is placed in production!

Assumptions:

- Users are expected to drop students, who have not met requisites, according to department/college and university policies.
- Users may not implement requisites that are not clearly outlined in the official course description in the current active record of the Course Catalog.
- Should changes in requisites, for any course, be updated in the Course Catalog, as approved by the department/college and then GPSC or UGC, the user must notify the Registrar's office, in a timely manner to ensure that requisite filter parameters are updated, before the next enrollment cycle.
- It is optimal to develop and test, well before the next enrollment cycle begins to ensure that no disruption of service issues occurs. UH enrollment cycle periods
 - Summer/Fall terms begin mid-April
 - Spring Term early November

The person designated to implement/manage requisite checking, will perform all testing in a non-production database which should include testing as an administrator/advisor and/or student. OUR will not perform this level of testing.

To implement requisite checking:

A. **Enrollment Requirement Group** (ERG) is created (by OUR, if user does not have access), which outlines the parameters of the filters to be implemented:

	Home Add to
Course Requisite	te Parameters Requisite Detail Requisite Detail Parameters
	Find View All First KI 1 of 1 D Last
Requirement Group:	004137 + -
*Effective Date:	08/27/1979 🕅 *Status: Active 🖵
*Description:	CHEM 1111 *Short Description: CHEM 1111
*Long Description:	Credit for or Co-requisite: CHEM 1331
*Report Description:	CHEM 1111
*Report Long Description:	Credit for or Co-requisite: CHEM 1331
*Academic Institution:	00730 University of Houston
Academic Group:	47 Q Nat Sciences & Math, Col of
Subject Area:	CHEM CHEM (Chemistry)
Catalog Nbr:	1111 C Fundamentals of Chm Lab
	Enable Catalog Print
Save Return to Search	+■ Previous in List +■ Next in List Image: Notify Image: Add Image: Update/Display Image: Include History Image: Correct History
ourse Requisite <u>Requisite Paran</u>	neters Requisite Detail Requisite Detail Parameters

ORACLE'	
	Home Add
orites Main Menu > Curri	Iculum Management > Enrollment Requirements > Enrollment Requirement Groups
	New Window He
urse Requisite Requisite I	Parameters Requisite Detail Requisite Detail Parameters
	Find View All First 🛄 1 of 1 🔛 Last
Requirement Group:	004137 Description: CHFM 1111
Effective Date:	
Froun Line Type	
	(*Line: 0010
*Group Line Type:	Course
Report Description:	
Report Long Description	n:
Requisite Type:	Pre-Requisite
Course ID:	
Course ID:	U14969 C Fundamentals of Chemistry
	Include Equivalent Courses
	Or • *Line: 0020)
*Group Line Type:	Course
Report Description:	
Report Long Description	n: 🖉
Requisite Type:	Co-Requisite
Requisite Type.	
Course ID:	014969 Q Fundamentals of Chemistry
	Z Include Equivalent Courses
	r include Equivalent Courses
	re include equivalent courses

- B. Owners of the course must decide (excel template) whether they want the ERG to be in place
 - 1. For all time: the ERG is attached to most currently active Course Catalog row:

rites Main Menu > Curric	ulum Management	Course Catalog >	Course Catalog		New Wind
Course ID:	014951			Find View All	First 🚺 1 of 1 🚺 Last
Effective Date: Description:	08/27/2012 Fundamentals of Ch	Status:	Active	<u></u> (12.11)	
Course Offering				Find View All	First 🖬 1 of 1 📭 Last
Course Offering Nbr: Academic Institution: Academic Group: Subject Area: Campus: Academic Organization: Academic Career: Course Typically Offered Tuition Group: Dynamic Class Date Rule:	1 00730 Q 47 Q CHEM Q UH Q H470CHM Q UGRD Q Fall, Spring & Summ G Allow OEE Enro	University of Houston Nat Sciences & Math, CHEM (Chemistry) University of Houston Chemistry, Departmen Undergraduate ter	*Catalog Nbr: Colof t of	1111 CHEM *Course Approved: Allow Course to be Exam Only Course • Catalog Print • Print Instructor in • Schedule Print • Schedule Term Ro Use Blind Grading GL Interface Requ Split Ownership	Approved Approved Scheduled: Schedule
Enrollment Requirement Requirement Group: Long Description:	Group 004137 Q Credit for or Co-req	CHEM 1111 Juisite: CHEM 1331		<u>Detail</u>	
Taxonomy	40.0501.00	Chemistry Gene	eral		

Filters will then default to individual class section rows, as seen in the **Adjust Class Associations** component, where users will maintain the ERG throughout the enrollment periods.

NOTE: *Also Use Catalog Requisite* checkbox (see below) <u>must be checked</u>, for any sections the requisite is expected to filter. When requisites appear not to be working, *Adjust Class Associations* is the first place the user should check, before reporting issues to OUR.

It is advised that owners of the class <u>always</u> review this setup BEFORE the enrollment cycles begin; in this example (BELOW) the checkbox has been removed, therefore the filter is OFF on all sections being offered for the term:

Favorites Main Menu >	Curriculum Manage	ement > Sche	edule of Classes $ ightarrow$ Adjust Class As	sociations	
					New
Class <u>A</u> ssociations Cl	ass <u>C</u> omponents	Class Requi	sites		
Course ID:	014951		Course Offering Nbr:	1	
Academic Institution:	University of Hou	uston			
Term:	Fall 2012		Undergrad		
Subject Area:	CHEM		CHEM (Chemistry)		
Catalog Nbr:	1111		Fundamentals of Chm Lab		
Session:	1		Regular Academic Session		
Catalog Requisite					
Requirement Group	Credit for or C	Detail	CHEM 1111		
		o requisito. One			
Class Association Requ	iisites		Find View 1	First 🎑 1-43 of 43 🚨 Last	
Associated Class:	1		Also Use Catalog Requis	ite	
Requirement Group	:Q	Detail			
Long Description:					
	1				
Associated Class:	2		Also Use Catalog Requis	ite	
Requirement Group	Q	Detail			

2. Owners may elect to attach a term/specific requisite and should use the *Class Associations Requisites* to add the ERG to the appropriate section of the Adjust Class Associations component to add the ERG, then Save, as it is NOT defaulting from the Course Catalog setup. In this example, the Course Catalog filter default (ERG 004137) is ON, because the *Also Use Catalog Requisite* is checked and, an additional requisite (ERG 003435) has been added manually to filter Associate Class 1, for Honors Program students.

This setup ref	flects two ERG's a	added to CHE	EM 1111, Associ	ated Class 1

ORACLE				
Favorites Main Menu > 0	Curriculum Manageme	nt > Schedule of Classes > Adjust Class A	ssociations	
				N
Class <u>A</u> ssociations Clas	ss <u>C</u> omponents 👖 🤇	Class Requisites		
Course ID:	014951	Course Offering Nbr:	1	
Academic Institution:	University of Housto	n		
Term:	Spring 2013	Undergrad		
Subject Area:	CHEM	CHEM (Chemistry)		
Catalog Nbr:	1111	Fundamentals of Chm Lab		
Session:	1	Regular Academic Session		
Catalog Requisite				
Requirement Group:	004137	Detail CHEM 1111		
Long Description:	Credit for or Co-r	equisite: CHEM 1331		
	1			
Class Association Requi	sites	First D.Grund	First 🚺 4 40 -6 40 💟 1 ant	
			Plist — 1-18 Of 18 — Last	
Associated Class:	1	Also Use Catalog Requis	ite	
Requirement Group	003435 🔍	Detail Honore Section		
	December 2	Obudante Only		
Long Description:	Honors Program	Students Only		
Associated Class:	2	Also Use Catalog Requis	ite	
Requirement Group:	<u> </u>	Detail		
Long Description:				

HERE'S WHERE THE FUN STARTS! -

- How students qualify for registration in a class (C)
- How to audit what qualified the student for Enrollment (D & E)
- How to audit if a student still qualifies for enrollment in the class (D & E)
 - C. When ERG are in place, students are able to enroll if they have met or will meet the requisite prior to class start. If a student has a change in transfer credit records, test records, drops or fails a class, which is a requisite for their future enrollment, they WILL NOT be dropped automatically from their future enrollment.

Courses required as co-enrollment requisites, will force the student to drop the co-enrolled class, before they are permitted to drop the class they wish to drop. In the case of CHEM 1111, students who are co-enrolled in CHEM 1331 and attempt to drop 1331, must also drop CHEM 1111 because it is setup as a pre-requisite or co-requisite requirement.

OUR runs the *Post Enrollment Requisite* checking process automatically every Monday that will review the class rosters where ERGs are in place and determine how students qualified for enrollment into the course.

D. Users are given access to the **Enrollment Requirement Roster** component, to monitor whether the students on the roster have met the requirements for the class:

Only classes that have an ERG attached, will display in search values, in this component:

				-		Home
Favorites Main Men	u > Curriculun	n Manageme	nt > Enrollmen	t Requirements	> Post Enroll Req Checking	> Enrollment Requirement Roster
Enrollment Red	uirement R	oster				
Enter any information	you have and cli	ick Search	eave fields blank	for a list of all val	URS	
Enter any information	you have and ca	ok obaron. i			003.	
Find an Existing V	alue					
	alue					
Maximum number of n	ows to return (u	o to 300): 3	00			
Academic	heeine with					
Institution:	begins with	00730		4		
Term	begins with	- 1880		0		
Subject Area:	begins with	СНЕМ		Q		
Catalog Nbr:	begins with	-				
Session:	= 💌			-		
Class Section:	begins with					
	begins with					
Class Nbr:	= 💌					
Search Clea	ar Basic Sear	rch 📕 Sav	ve Search Criteria			
Search Results						
View All					First 1.9 of 9	ast
Academic Institution	Term Subject A	rea Catalog	Nbr Session Class	s Section Class	Ibr Description	
00730	1000 CHEM	2224	Regular 01	14750	Fund of Organia Chemistr	<u>×</u>
00730	1000 CHEM	2221	Regular 01	14759	Fund of Organic Chemistry	
00730	1000 CHEM	2224	Regular 02	14762	Fund of Organic Chemistry	
00730	1990 CHEM	2221	Requiar 03	14760	Fund of Organic Chemistry	
00730	1000 CHEM	2224	Regular 04	14761	Fund of Organic Chemistry	
00730	1000 CHEM	2222	Regular 05	20205	Fund of Organic Chemistry	<u> </u>
00730	1000 CHEM	3332	Requiar 01	14763	Fund of Organic Chemistry	<u>- 1</u>
00730	1880 CHEM	3332	Requiar 02	28413	Fund of Organic Chemistry	<u>y 11</u>

- E. Users will review by Class Number, all class rosters
 - a. Filtering

Use the checkboxes in the Set Filter Options of this component, to adjust the cohort of students you wish to analyze, by checking or unchecking boxes, and then press FILTER to refresh data display. In this example, all students have met the requisite and the filter is set to display only those students who have NOT met the requisite.

g 2013 Regular Acad	emic Session University	of Houston Undergradu	Jate	
CHEM 1111 - 02 (10992)			
Fundamentals of Chm	Lab (Laboratory)			
Dave and Times	Room	Instructor	Dates	
Mo 2:00PM-5:00PM	STL 301	Vladimir G Zait	sev 01/14/2013 05/10/2013	-
ment Capacity 10	Summary View	Detail View		
et Filter Options				
ollment Status:				filter
Display 🗹 Enrolled	(21) Waitliste	ed (0)	Dropped (1)	
	Status:			
t Recent Requirement				
t Recent Requirement	compliance 🔽 Not Sati	sfied (0)	Conditionally Satisf	ied (0)
t Recent Requirement isplay students in non- isplay other students	compliance 🗹 Not Sati	sfied (0) ent Component (0)	Conditionally Satisf	ied (0)

Save Q Return to Search + Previous in List + Next in List

b. *Requirement Data* tab:

Below, is an example of changing the filter, to display the students who have "Satisfied" the ERG

Ge Te	Run F	Post Enrollment Requirem	ent Checking Process Dro	os for Non-Complia	0.50								
Enroll	ment Capa	city 10											
Select Display Option: 🖲 Summary View C Detail View													
* 5	* Set Filter Options												
Enro	ilment Sta Saplay	etus: Enrolled (21)	🗵 waitlisted (0)	Dropped (1)	filte								
D	t Recent R	dents in non-compliance	Not Satisfied (0)	Conditionally S	atisfied (0)								
D	isplay oth	er students	Enrollment Component (0)	ent (0) Overridden (0) Satisfied (21) Unknown (0)									
Enro	lled and W	aitlisted Students	Customi	ze Find 🖾 🔚	First 📧 1-21 (ef 21 🖹 Last							
Rea	quirement	Data Audit / Informatio	on Links 1110										
	Select	10	Name	Enrollment Req Status	Post Enroll Req Status	Status							
1			Abraham.Yaabelle	Conditional	Satisfied	Enrolled							
2			Ali.Omar Intiaz	Conditional	Satisfied	Enrolled							
3			Ansari,Mahin	Satisfied		Enrolled							
- 4			Arava Loria,Karina	Conditional	Satisfied	Enrolled							
5			Barrera, Arianna Imelda	Conditional	Satisfied	Enrolled							
6			Bergman, Mark Emerson	Satisfied		Enrolled							
7			Billingsley,Kameron	Satisfied		Enrolled							
8			Duon Bachel Elizabeth	Conditional	Satisfied	Ferolled							

- Enrollment Req Status column displays the status at the time the student initially enrolled
- Post Enrollment Req Status displays the status as of the last time the post-enrollment requirement check process was run.

c. *Audit/Information Links* tab:

Set Filte	r Options					
nrollment	Status:			filter		
Display Enrolled (21)		🗹 Waitlisted (0)	C Dropped (1)			
Most Recen	t Requirement Status:					
Display students in non-compliance Display other students		Not Satisfied (0)	Conditionally Satisfied (0)			
		Enrollment Component (0)				
		Permitted (0)	Satisfied (21)		Unknown (0)	
		-				
Enrolled and	l Waitlisted Students	Custr	omize Find	🖸 🛅 🛛 First 🔳	1-21 of 21 🔳 Last	
Enrolled and	l Waitlisted Students	on Links [TTT)	omize Find	🖸 📔 🛛 First 📶	1-21 of 21 🔟 Last	
Enrolled and Requireme Select	I Waitlisted Students nt Data Audit / Informati	on Links III) Name	omize Find Tracking	Course History	1-21 of 21 Last	
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Enrolled and Requireme Select 1 2 7	I Waitlisted Students nt Data Audit / Informati	Custr on Links III) Name Abraham, Yaabelle Ali, Omar Imtiaz	Tracking	Course History Course History Course History Course History	1-21 of 21 Last Statistics Statistics Statistics Statistics	
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- *Tracking* hyperlink, for a specific student:
 - View the audit trail on the enrollment transaction (who performed the add)
 - View the last update of the Post Enrollment Requisite process run
 - Enter and save notes about enrollment in this section

Ï	avorites Main Menu	> Curriculum Mar	nagement > Enrol	ment Requirements	> Post Enroll Reg Checkin	ng > Enrolment Requirement R	toste
	Enrollment R	equirement	Roster				New
	Fracking of Ke	y Transactio	ns & User Not	es			
	IDi	Abraham,	rsabelle				
	fransaction History						
	Transaction	Transaction Status	Source / Type	User ID	ID & Name	Last Update DateTime	
	Last Post Req Check	Satisfied	Post Enri Req Chk Batch			12/21/12 4:53:19PM	
ţ	Enrollment	Conditional	Self-Service Enrollment			11/02/12 11:40:50AM	¢
	Notes						
	*Note Type			_	us Main Content 99	۰	
	Notes			100	EmplID 0081899		
					Name Heavrin,Ca	ssandra J	
	OK Cance	H					
ľ							
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- Course History hyperlink, links you to Student Service Center for the selected student:
 - My Course History includes test, transfer, and UH enrollment data:

ing cours	e History					
Select C	Display Option Hide courses from Hy Planner Show courses from Hy Planner	Sort ins	alts by Then by	port		
	🕑 T a hapet	da Tranaha	rred 🔶	In Progress	*	
Course	Description	Term	Grade	Units	Status	ſ
ARTH 1380	Art & Society: PreHist-Gothic	Fall 2012	5	3.00	-\$4	
ARTH 1381	Art & Soci Renaiss to Modern	Fall 2012	5	3.00	40	Main Content
CHEM 1111	Fundamentals of Chm Lab	Spring 2013	13 2	1.00	•	
CHEM 1331	Fundamentals of Chemistry	Fall 2012	A-	3.00	ø	
CHEM 1332	Eundamontals of Chemistry	Spring 2013		3.00	•	
ENGI 1100	Introduction To Engineering	Fall 2012	A	1.00	ø	
ENGI 1331	Computers and Problem Solving	Spring 2013		3.00	•	
ENGL 1370	Composition II-Honors	Fall 2012	A	3.00	G	
ENGL 2361	Western World Lit IIHenora	Spring 2013		3.00	•	
HON 2101	The Human Situation Medamity	Spring 2013	4.42 - 24	1.00	0	
HON 2301	Human Situation: Antiquity	Fall 2012	A	3.00	S	
MATH 1450	Accelerated Calculus	Fall 2012	A-	4.00	9	
MATH 1451	Accelerated Calculua	Spring 2013	1	4.00	•	
PHVS 1321	University Physics I	Spring 2013	1.4	3.00	•	

d. Communicate with Students

Use the Select All box, or check individual students, to notify (send email), as needed:

12°	Its Suran	Tracking	Course History	Instance
1 7	Hust Gass	Tracking	Cauras Illators	Statistics.
2 17	La Life Chan	Tracking	Course History	Statistics.
13 57	Linearth For Cathering	Tracking	Canras Illabory	Statistics
14 17	Manual Allahaa	Tracking	Cauras Illatory	Restance.
	Patel Foram 5	Tracking	Course History	Statistics.
16 17	St. Hilarn Artan Taler G	Tracking	Coorse History	Institution
17 17	Eveda, faile	Tracking	Course Illatory	Statistics
10 17	Soldania.Jeen.Akabay	Trackova	Concen History	Statiatica
19 57	Wallney, Bayel, Danuelle	Tracking	General History	Statistics.
And shares as an an an an	and the second se	and the second sec		
20 17	Zhao.Aan	Traching	Course History	ILLERICETICS.
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20 F 21 F entify solution from Point Lead New Point Lead Set Drop Fer Est Drop Fer Est Drop Fer Est Drop Fer Est Drop Fer	Charadan Cuttick a smartha hom an All I students Internet for solar to the students over Inducator for Students in Nor-Compliance reases results in a status of Conditionally Secondar reases results in a status of Not Secondard rease results in a status of Not Secondard	Traches		Statistics Statistics
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e. Run Post Enrollment Requirement Checking

This sub-component section (see below) allows you to run the PERC process for selected students and (optional) <u>set the Drop Request Indicator</u> for those that are non-compliant by because the pre/co-requisite(s) are conditionally satisfied and/or not satisfied.

- This **DOES NOT** drop the student(s).
- The Drop/Approved Indicator and Post Enroll Req Status columns will update.
- f. Process Drops for Non-Compliance

This sub-component section (see below) allows you to process the drop for non-compliance. Select the radio button that is associated with the condition(s) for which you want to drop the student.

- This **DOES** drop the student(s).
- The Status and Status Note columns will update.

Select Display Option: 💿 Summar	y View 💿 Detail View	
Set Filter Options		
Enrollment Status:		filter
Display Enrolled (0) Most Recent Requirement Status:	Waitlisted (0)	Dropped (6)
Display students in non-complianc	e 🕅 Not Satisfied (2)	Conditionally Satisfied (0)
Display other students	Enrollment Component (0) Permitted (0)	Overridden (0) Satisfied (4) Unknown (0)

En	rolled, \	Waitlisted and Dr	opped Students	Personalize Find	🖉 🔣	First 🕚	1-6 of	f 6 💽 🕑 Last
F	Requirer	ment Data Au	dit / Information Links					
	Select	ID	Name	Drop / Approved Indicator	Enrollment Req Status	Post Enroll Req Status	Status	Status Note
1		1473410	<u>Covarrubias,Gustavo</u> <u>Dejesus</u>	Drop Request	Unknown	<u>Not</u> Satisfied	Dropped	PERC Drop
2		1450797	<u>Fatima,Nishat</u>	Drop Request	Unknown	<u>Not</u> Satisfied	Dropped	PERC Drop
3		1431527	<u>Galvan,Tomas O</u>		<u>Satisfied</u>		Dropped	
4		1405972	<u>Ravishankar, Sharad</u>		<u>Satisfied</u>		Dropped	
5		1262374	Rowe,Zachery Lee		Satisfied		Dropped	
6		1436808	<u>Van,Randy</u>		Unknown	Satisfied	Dropped	

Go to top

notify sel	ected stud	ents
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Clear All

Run Post Enrollment Requirement Checking				
Run Post Enrollment Requirement Checking for selected students				
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				
Process Drops for Non Compliance				
Wrocess brops for non-compliance				
For students listed above, process drops for:				
Selected students				
students where Drop Request Indicator is selected				
students where Drop Request Indicator is selected students with a post enrollment requirement status of: Conditionally Satisfied Not Satisfied				