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 RegCheck setup, you will receive notification. At this point, you need to identify test students/emplids for each course/scenario and send back to RegCheck 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 (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!

2		Information provided 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	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/curricular-services/class-scheduling/enrollment-

management-tools/course-requisites/perc/reqcheck-template.xlsx

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.

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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:

	culum Management > Enrollment Requirements > Enrollment Requirement Groups
• • •	
	Find View All First KI 1 of 1 🚺 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 Q University of Houston
Academic Group:	47 Nat Sciences & Math, Col of
Subject Area:	CHEM CHEM (Chemistry)
Catalog Nbr:	1111 Q Fundamentals of Chm Lab
	Enable Catalog Print
Save Return to Search	+■ Previous in List +■ Next in List Image: Notify Image
ourse Requisite <u>Requisite Paran</u>	neters Requisite Detail Requisite Detail Parameters

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vorites Main Menu & Curris	m Management > Enrollment Requirements > Enrollment (Home Add to
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		Find View All First 🚺 1 of 1 🛄 Last
Requirement Group:	04137 Description: CHEM 1111	
Effective Date:	8/27/1979 Status: Active	
roup Line Type		Find View 1 I 1-2 of 2
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	(*Line: 0010	
*Group Line Type:	Course	
Report Description:		<u> </u>
Report Long Description:		N 1
Requisite Type:	Pre-Requisite	
Course ID:	014969 Q Fundamentals of Chemistry	
		uivalent Courses
		F -
	Or < *Line: 0020)	
*Group Line Type:	Course	
Report Description:		
Report Long Description:		
Requisite Type:	Co-Requisite	
Course ID:	014969 C Fundamentals of Chemistry	
		uivalent Courses
	Previous in List + Next in List Notify + Add	Update/Display 🔏 Include History
Save 🔍 Return to Search		

- 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 ≻ Currico alog <u>D</u> ata Offerings		Course Catalog >	Course Catalog		New Win
Course ID:	014951			Find View All	First 🚺 1 of 1 🚺 Last
Effective Date:	08/27/2012	Status:	Active		
Description:	Fundamentals of Ch	m Lab			
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	University of Houston Nat Sciences & Math, CHEM (Chemistry) University of Houston Chemistry, Departmen Undergraduate ler		1111 CHEM *Course Approved: Allow Course to be Exam Only Course: Image: Catalog Print Print Instructor in Image: Catalog Print Print Instructor in Image: Schedule Print Schedule Print Image: Schedule Term Ro Use Blind Grading Image: GL Interface Requit Split Ownership	Schedule
Enrollment Requirement (Requirement G <mark>roup:</mark> Long Description:	Group 004137 Q Credit for or Co-req	CHEM 1111 uisite: CHEM 1331		<u>Detail</u>	
Taxonomy					

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		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 reflects	two ERG's added to	CHEM 1111,	Associated Class 1

ORACLE			
Favorites Main Menu > 0	Curriculum Management > Sched	Jule of Classes > Adjust Class Associations	N
Class <u>A</u> ssociations Clas	ss <u>C</u> omponents Class Requis	ites	
Course ID: Academic Institution:	014951 University of Houston	Course Offering Nbr: 1	
Term: Subject Area:	Spring 2013 CHEM	Undergrad CHEM (Chemistry)	
Catalog Nbr: Session:	1111 1	Fundamentals of Chm Lab Regular Academic Session	
Catalog Requisite	1	Regular Academic Session	
Requirement Group:	004137 Detail	CHEM 1111	
Long Description:	Credit for or Co-requisite: CHEI	N 1331	
Class Association Requi	sitas	Find View 1 First 🚺 1-18 of 18 💟 Last	
Associated Class:	1	Find View 1 First 1 1-18 of 18 12 Last	
Requirement Group:	003435 Q Detail	Honors Section	
Long Description:	Honors Program Students Only	·	
Associated Class:	2	Also Use Catalog Requisite	
Requirement Group: Long Description:	Q Detail		
Long bascription:			

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	ck Search I	eave fields blank	for a list of all val	185	
Enter any information	you have and ca	ok ocaron. i	Loave neids blank			
Find an Existing V	alue					
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Maximum number of re	ows to return (u	to 300): 3	00			
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	_	=				
Subject Area:	begins with	- CHEM		Q		
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Class Section:	begins with					
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Search Clea	ar Basic Sear	ch 🗏 Sav	ve Search Criteria			
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Academic Institution						
	1880 CHEM	1332	Regular 01	<u>14714</u>	Fundamentals of Chemistry	
	1880 CHEM	<u>3331</u>	Regular 01	<u>14759</u>	Fund of Organic Chemistry	
	1880 CHEM	<u>3331</u>	Regular 02	<u>14762</u>	Fund of Organic Chemistry	
	1880 CHEM	<u>3331</u>	Regular 03	<u>14760</u>	Fund of Organic Chemistry	
	1880 CHEM	<u>3331</u>	Regular 04	<u>14761</u>	Fund of Organic Chemistry	
	1880 CHEM	<u>3331</u>	Regular 05	26265	Fund of Organic Chemistry	
	1880 CHEM	<u>3332</u>	Regular 01	<u>14763</u>	Fund of Organic Chemistry	
00730	1880 CHEM	3332	Regular 02	<u>28413</u>	Fund of Organic Chemistry	<u>/ </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 Acade	inc occorrent onite	rsity of Houston Undergr	aduate			
CHEM 1111 - 02 (10992)]
Fundamentals of Chm	Lab (Laboratory)					
Days and Times	Room	Instructor		Dates		
Mo 2:00PM-5:00PM	STL 301	Vladimir G Z	aitsev	01/14/2013 05/10/2013		
Enrollment Requiremen Credit for or Co-requis						
ment Capacity 10						
t Display Option:	Summary View	C Detail View				filter
t Display Option: (et Filter Options ollment Status:	Summary View				f	filter
t Display Option: et Filter Options ollment Status: Display I Enrolled	Summary View	C Detail View	Dro	pped (1)	f	filter
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t Display Option: (et Filter Options ollment Status:	Summary View (21) View tatus: compliance V Not	itlisted (0)	Cor			filter

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

Go To	Run F	Post Enrollment Requirem	ent Checking Process D	ropa for Non-Complia	ince								
Enroll	Enrollment Capacity 10												
Select	Select Display Option: 🖲 Summary View C Detail View												
T 5	et Filter (Options				1							
Enro	ollment St.	atusi			filte								
Display C Enrolled (21)			Vaitlisted (0)	Vaitlisted (0)									
Most Recent Requirement Status:													
D	isplay stu	dents in non-compliance	Not Satisfied (0) Condition		onally Satisfied (0)								
D	isplay oth	er students	Enrollment Component (0)	Overridden (0)									
			Permitted (0)			known (0)							
_													
Enro	lled and W	aitlisted Students		size Find 🚾 🛅	First 📧 1-21	of 21 🖹 Last							
Re	quirement	Data Audit / Informati	on Links										
	Select	10	Name 🕇	Enrollment Req Status	Post Enroll Req Status	Status							
1			Abraham, Yaabelle	Conditional	Satisfied	Enrolled							
2			Ali.Omar.Imtiaz	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			Dunn Bachel Elizabeth	Conditional	Satisfied	Femiled							

- 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 Filter Options				
nrollment Status:				filter
Display Enrolled (21)	Waitlisted (0)	Dropped (1)		
Most Recent Requirement Stat	15 :			
Display students in non-com	oliance 🗌 Not Satisfied (0)	Enrollment Component (0)		
Display other students	Enrollment Component (0)			
	Permitted (0)			Unknown (0)
	-		-	1000
Enrolled and Waitlisted Student		omize Find	🖳 🛄 🛛 First 🛄	1-21 of 21 🔳 Last
Requirement Data Audit / In	formation Links	1	1	
			Course History	Statistics
Select ID	Name	Tracking	course niscory	
	Name Abraham,Ysabelle	Tracking Tracking	Course History	Statistics
Select ID			Concernance and the second	Statistics Statistics
Select ID	Abraham, Ysabelle	Tracking	Course History	22 CONTRACTOR CONTRACT
Select ID 1 □ 2 □	Abraham,Yaabelle Ali,Omar Imtiaz	Tracking Tracking	Course History Course History	Statistics

- *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 Checkir	a > Enrolment Requirement Re	oste
	Enrollment R						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	•	
	Notes			191	EmplID 0081899		
					Name Heavrin,Ca DateTime	ssandra J	
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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:

	e History					
ø	Display Option Hide courses from Hy Planner Show courses from Hy Planner	Sort res	ults by F	sort		
	Ø⊤skast	da Transfer	red 🔷	In Program	*	
Course	Description	Term	Grade	Units	Status	1
ARTH 1380	Art & Society: PreHist-Gothic	Fall 2012	5	3.00	-\$4	Contractor States and a state of the
ARTH 1381	Art & Soci Renaiss to Modern	Fall 2012	s	3.00	40	Main Content
CHEM 1111	Eundamentals of Chm Lab	Spring 2013	11 1	1.00	•	
CHEM 1331	Eundamentals of Chemistry	Fall 2012	A-	3.00	ø	
CHEM 1332	Eundamentals of Chemistry	Spring 2013	12 1	3.00	•	
ENGI 1100	Introduction To Engineering	Fall 2012	A	1.00	ø	
ENGI 1331	Computers and Problem Solving	Spring 2013	14 3	3.00		
ENGL 1370	Compassion II-Haness	Fall 2012	A	3.00	ø	
ENGL 2361	Weatern World Lit I2Honora	Spring 2013		3.00	•	
HON 2101	The Human Situation Medernity	Spring 2013	1.6	1.00	•	
HON 2301	Human Situation: Antiquity	Fall 2012	A	3.00	ø	
MATH 1450	Accelerated Calculua	Fall 2012	A-	4.00	ø	
MATH 1451	Accelerated Calculus	Spring 2013		4.00	•	
PHVS 1321	University Physics I	Spring 2013	100	3.00		

d. Communicate with Students

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

0	Mai		dun Management > Ervolment Requir	Trackons	Centre History	Envolment Requirement I Statistics
	12		thest Anna	Tracking	Caurse Matery	Statistics
12	17		Le Life Chas	Tracking	Course History	Distantian .
13	17		Lippecki.Zoe Catherine	Trackona	Course History	Statistics
14	17		Massad Allahaa	Tracking	Caucas Illatory	Statistics.
1.75	P		Patel Foram S	Traching	Genrae History	Statistics.
16	pr.		St. Hilare.Brian-Juler.Q	Trackons	Centes History	Statistics
17	P.		Sanda, Sala	Tracking	Course Illatory	Statistics
18	p		Makharia.Jeet Akahay	Zoschona	Gentee History	Statiatica
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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: 💿 Summary	View 🔘 Detail View	
wSet Filter Options		
Enrollment Status:		filter
Display Enrolled (0) Most Recent Requirement Status:	Waitlisted (0)	✓ Dropped (6)
Display students in non-compliance	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		<u>Satisfied</u>		Dropped	
6		1436808	<u>Van,Randy</u>		Unknown	<u>Satisfied</u>	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					
Drosses Drops for Non Compliance					
Process Drops 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					