POST-ENROLLMENT REQUISITE CHECK (PERC) INFORMATION
INTRODUCTIONS

01 | WHY PERC?

02 | PERC PROCESS OVERVIEW

03 | GETTING STARTED

04 | TIMELINE & NEXT STEPS
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
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