Faculty Instructions

Prerequisite Validation Roster

Post Enrollment Requirement Checking (PERC) provides a way to manage conditional enrollments by allowing faculty to evaluate enrollments once grades have posted for a term. Conditional enrollment means that a student did not meet the enrollment requirements at the time of enrollment, but was permitted to enroll in or waitlist a course. This only occurs if the course has pre-requisites which allow in progress classes to conditionally meet an enrollment requirement.

Steps:

Faculty can view the Prerequisite Validation Roster and run PERC to evaluate if a student has met the enrollment requirements. Those students that have not satisfied enrollment requirements may be instructor dropped from the course.

1) Log into the Dominguez Hills Portal (my.csudh.edu).
2) Click on the **My Work** link.
3) Then, click on the **Prerequisite Validation Roster** link.

4) Perform a search to select the course you would like to evaluate by entering search criteria.
5) Click the **"Search"** button to view results.

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

Academic Institution:	begins with ▼	DHCMP 🔍
Term:	begins with ▼	🔍
Subject Area:	begins with ▼	🔍
Catalog Nbr:	begins with ▼	
Session:	= ▼	▼
Class Section:	begins with ▼	
Class Nbr:	= ▼	

Search   Clear   Basic Search 🖫 Save Search Criteria

The Prerequisite Validation Roster identify students that have enrolled into the course. Students that should be reviewed will display on the roster.

The table below shows the values you may see in the Enrollment Req Status or Post Enroll Req Status

Fields.

Status	Description
Not Satisfied	A student has not met the requirements for the course.
Conditionally Satisfied	One or more of the prerequisite courses is (or was) in-progress
Enrollment Component	The student was administratively enrolled by staff in the Admissions and Records office.
Overridden	The enrollment requirements were administratively overridden by the Admissions and Records office.
Permitted	A permission number was used to bypass enrollment requirements.
Satisfied	A student has met all requirements for this course
Unknown	There is no information stored from the time of enrollment. Run the PERC process to retrieve the current status.

Based on the table above the Post Enrollment Requirement Checking (PERC) process can be run for any status. It is suggested that you only run the PERC processing for student that are "Not Satisfied," "Conditionally Satisfied" or "Unknown."

Enrollment Requirement Roster (Summary)

Fall 2014 | Regular Academic Session | CSU Dominguez Hills | Undergrad and Ext Ed Credit

▽ CDV 360 - 02 (40488)

Adolescence (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 5:30PM-6:45PM	LCH A224	Jennifer Rosenfelt	08/23/2014 - 12/16/2014

▽ **Enrollment Requirements:**

Prerequisite: CDV 180

Go To   Run Post Enrollment Requirement Checking

Enrollment Capacity   30

Select Display Option: ⦿ Summary View   ○ Detail View

▼ Set Filter Options

[filter]

Enrollment Status:

Display   ☑ Enrolled (30)   ☑ Waitlisted (1)   ☐ Dropped (1)

Most Recent Requirement Status:

Display students in non-compliance   ☑ Not Satisfied (0)   ☑ Conditionally Satisfied (3)

Display other students   ☐ Enrollment Component (0)   ☐ Overridden (0)

☐ Permitted (13)   ☐ Satisfied (15)   ☐ Unknown (0)

Enrolled Students   Personalize | Find | 🖻 | 🖩   First ◀ 1-3 of 3 ▶ Last

Requirement Data	Audit / Information Links	[≡▸]				
	Select	ID	Name	Enrollment Req Status	Status
1	☐			Conditional	Enrolled
2	☐			Conditional	Enrolled
3	☐			Conditional	Enrolled

Select All   Clear All   Go to top

[notify selected students]

▼ Run Post Enrollment Requirement Checking

Run Post Enrollment Requirement Checking for selected students   [run]

ⓘ **Students with a "Permitted" status have received permission numbers from the instructor or department. If it is decided to include "Permitted" students into the PERC process you must be certain that it is okay to drop those students.**

Running PERC

1) Check the box to the left of each student ID you would like to evaluate.

2) Navigate to the Run Post Enrollment Requirement Checking field.

3) Then click the **"Run"** button.

ⓘ   **Please note: The Run Post Enrollment Requirement Checking process does not drop students from courses. This process evaluates student's records to determine if enrollment requirements have been met by transfer credit or enrollment in the university.**

Once the PERC process has completed:
- If students have met enrollment requirements their <u>Enrollment Req Status</u> will update to **"satisfied"** and they will be removed from the list.
- If student have not met the enrollment requirements, they will remain on the list.

You will now be able to identify/review students that should be dropped that have not met enrollment requirements.

Students that have not met requirements, but are allowed to remain in the class – should have their Drop/Approved Indicator set to **"Approved."**

Enrollment Requirement Roster (Summary)

Fall 2013 | Regular Academic Session | CSU Dominguez Hills | Undergrad and Ext Ed Credit

▽ MKT 454 - 02 (41632)

Marketing Research (Discussion)

Days and Times	Room	Instructor	Dates
MoWe 1:00PM-2:15PM	SBS G126		08/24/2013 - 12/17/2013

▽ **Enrollment Requirements:**

Restricted to Business Administration; Prerequisite: MKT 350 and OMG 321

Go To   Run Post Enrollment Requirement Checking   Process Drops for Non-Compliance

Enrollment Capacity   40

Select Display Option: ⦿ Summary View   ◯ Detail View

▼ Set Filter Options

[filter]

Enrollment Status:
Display   ☑ Enrolled (34)   ☑ Waitlisted (0)   ☐ Dropped (0)

Most Recent Requirement Status:
Display students in non-compliance   ☑ Not Satisfied (1)   ☑ Conditionally Satisfied (0)

Display other students   ☐ Enrollment Component (0)   ☐ Overridden (0)
                          ☐ Permitted (4)   ☐ Satisfied (29)   ☐ Unknown (0)

Enrolled Students

> Update the Drop/Approved Indicator to "Approved" to authorize student to stay in the course.

of 1 ▷ Last

Requirement Data	Audit / Information Links					
	Select	ID	Name	Drop / Approved Indicator	Enrollment Req Status	Post Enroll Req Status	Status
1	☐			Approved ▽	Conditional	Not Satisfied	Enrolled

Select All   Clear All   Go to top

[notify selected students]

For students that should be dropped, you may instructor drop them during the <u>instructor drop period</u>.