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.
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.

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

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.”
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 Enrollment Reg Status will update to "satisfied" and they will be removed from the list.
- If students 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.”

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