

K-State Office of the Registrar

KSIS: Post-Enrollment Requirement Checking (PERC)

Job Book

Updated: 08/01/2025

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What Is PERC

The post-enrollment requirement checking (PERC) component is used after grading the previous term and before the beginning of the next term to determine whether students have completed course requirements (i.e., restrictions, prerequisites/co-requisites) for the upcoming or current term.

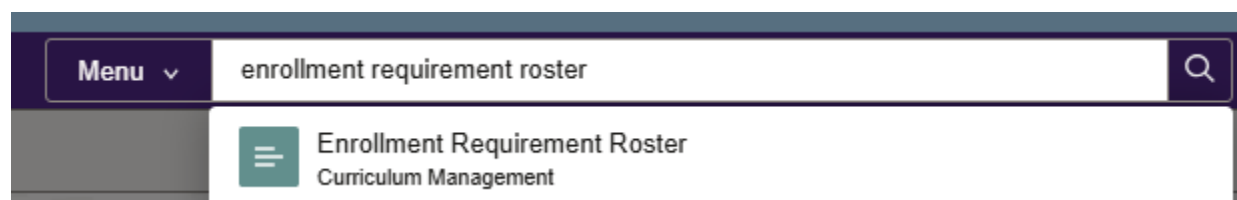
PERC is designed to reassess course requirements and conditional enrollments at the commencement of the next term to ensure that any summer courses, intercession courses, or transfer credits are considered before the student is dropped from a desired course.

There are various opportunities to drill down for students and requirement details are available throughout the component.

Using the PERC Enrollment Requirement Roster

To view a class's enrollment requirement roster, navigate to Curriculum Management > Enrollment Requirements > Post Enroll Req Checking > Enrollment Requirement Roster, then search for the desired class.

OR in the Search Box type in Enrollment Requirement Roster



You will be taken to a Search Function where you can look up a specific Subject Area and Catalog Nbr as applicable.

Find an Existing Value

Search Criteria

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

Recent Searches
Choose from recent searches
Saved Searches
Choose from saved searches

Academic Institution
begins with
KSUNV

Term
begins with
2254

Subject Area
begins with
MATH

Catalog Nbr
begins with

Session
=

Class Section
begins with

Class Nbr
=

Show fewer options

Search
Clear
Save Search

Search Results

22 results Academic Institution "KSUNV", Term "2254" +1 more

View All First 1-10 of 22 Last							
Academic Institution	Term	Subject Area	Catalog Nbr	Session	Class Section	Class Nbr	Description
KSUNV	2254	MATH	160	8 Week Su	A	12220	Intro Contemp Math

From that page, you can:

- Review general information about the class (click the class number to expand that section).
- View a description of the course's enrollment requirements.
- View the class's enrollment capacity.
- Toggle the roster display between "Summary View" and "Detail View."
- Set filter options.
- View a student's enrollment and post-enrollment requirement status.
- Add a note to a student's record.
- Drop a student for non-compliance.

Using the Summary View

Setting Your Filter Options

Use the "Set Filter Options" section to control which students are displayed for requisite compliance assessment. The default is to display all enrolled and waitlisted students, regardless of requirement status.

- **Enrollment Status:** Display students who are "enrolled," "waitlisted" and/or "dropped."
- **Most Recent Requirement Status:**
 - **Display students in non-compliance:** Display students who have "not satisfied" and/or "conditionally satisfied" the requirement.
 - **Display other students:** Display students who were enrolled using the "enrollment component" and/or whose requirements were "overridden," "permitted" or "satisfied."

Click the "Filter" button to apply your settings to the roster.

Select Display Option: ☒ Summary View ☐ Detail View

Set Filter Options filter

Enrollment Status:

Display ☒ Enrolled (11) ☒ Waitlisted (0) ☐ Dropped (0)

Most Recent Requirement Status:

Display students in non-compliance ☒ Not Satisfied (1) ☒ Conditionally Satisfied (0)

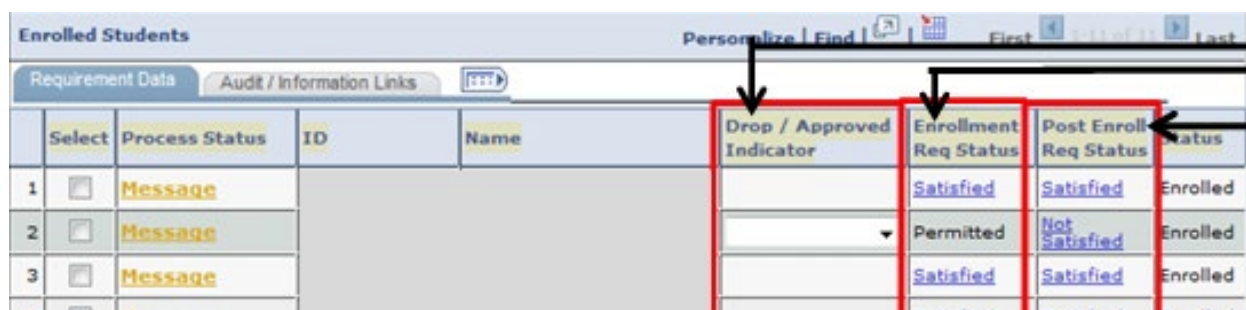
Display other students ☐ Enrollment Component (0) ☒ Overridden (0) ☒ Permitted (0) ☒ Satisfied (10) ☐ Unknown (0)

Filter Options: allows you to filter what you see within the rosters

Using the Enrolled Students Roster

The enrolled students roster includes the following information for each student:

- **ID:** The student's ID number.
- **Name:** The student's name.
- **Drop/Approved Indicator:** This column will be blank; we are not currently using this functionality.
- **Enrollment Req Status:** Indicates whether the student met the requirement when they first enrolled in the class. (This is not a real-time status.)
- **Post Enroll Req Status:** Indicates whether the student met the requirement when the PERC process ran. (This is not a real-time status.)
- **Status:** Identifies the student's current enrollment status (e.g., "Enrolled").
- **Status Note**



Select	Process Status	ID	Name	Drop / Approved Indicator	Enrollment Req Status	Post Enroll Req Status	Status
1	Message				Satisfied	Satisfied	Enrolled
2	Message				Permitted	Not Satisfied	Enrolled
3	Message				Satisfied	Satisfied	Enrolled

At the bottom of the roster, you may choose to "select all" or "clear all."

10	<input type="checkbox"/>	Message		Satisfied	Satisfied	Enrolled
11	<input type="checkbox"/>	Message		Satisfied	Satisfied	Enrolled
Select All Clear All						

ONLY CHOOSE SELECT ALL if you are notifying everyone on the roster of a drop – otherwise you will individually choose based on those students you have identified as a DROP

Status Definitions

The following statuses may appear in the "Enrollment Req Status" and "Post Enroll Req Status" fields.

- **Not Satisfied:** The student has not met all course requirements.
- **Conditionally Satisfied:** The student likely enrolled in the prerequisite class in the prior term, before grades were posted, and is not guaranteed to satisfy the requirement pending the assessment of the grade in the prerequisite.
- **Enrollment Component:** The student was enrolled using the "Enrollment" component. This component is rarely used because it ignores the class requirements and is only accessible by the Office of the Registrar staff.
- **Overridden:** The student was enrolled using overrides from other enrollment processes, such as Quick Enroll.
- **Permitted:** The student enrolled after receiving a class permission or permission number. After PERC runs, the "Post Enroll Req Status" remains "Permitted," regardless of whether the student met the requisite, because approval was given when the permission to override the requisite was issued.
- **Satisfied:** The student has met the course requirements.
- **Unknown:** This typically indicates that the student's status was indeterminable by the initial assessment of the process. You should see this rarely, if at all.

Using the Detail View

How To Get There

View Details for All Students

Select the "Detail View" radio button at the top of the page.

View Details for a Specific Student

Scroll down to the enrolled student's roster, locate the student you'd like to view, and either:

- Tick the checkbox next to the student's ID number, then select the "Detail View" radio button at the top of the page.
- Click on the student's enrollment requirement status in either the "Enrollment Req Status" or the "Post Enroll Req Status" column.

Go To [Run Post Enrollment Requirement Checking](#)

Enrollment Capacity 260

Select Display Option: ☒ Summary View ☐ Detail View

Set Filter Options

Enrollment Status:
 Display ☒ Enrolled (246) ☒ Waitlisted (0) ☐ Dropped (115)

Most Recent Requirement Status:
 Display students in non-compliance ☒ Not Satisfied (3) ☒ Conditionally Satisfied (0)
 Display other students ☒ Enrollment Component (0) ☒ Overridden (0) ☒ Satisfied (243) ☒ Unknown (0)

[Filter](#)

Enrolled Students Personalize | Find | First 1-246 of 246 Last

Requirement Data Audit / Information Links

	Select	ID	Name	Drop / Approved Indicator	Enrollment Req Status	Post Enroll Req Status	Status	Status Note
1	<input type="checkbox"/>	10			Conditional	Satisfied	Enrolled	
2	<input type="checkbox"/>	10			Conditional	Satisfied	Enrolled	
3	<input type="checkbox"/>	10			Conditional	Satisfied	Enrolled	
4	<input type="checkbox"/>	10			Satisfied	Satisfied	Enrolled	
5	<input type="checkbox"/>	10			Overridden	Not Satisfied	Enrolled	

Select a student below ("select" box next to student ID) and then click on Detail View to view which requirements were met, not met, etc. OR click on the status in one of these columns to view the student's details related to the requirements.

Detail View

The detail view displays details associated with the "Enrollment Req Status" and the "Post Enroll Req Status."

Each requirement is labeled as "Satisfied," "Conditional," or "Failed," depending on the student's status. After the PERC process runs, you may have to scroll down to view the status of the requirements.

You can drill further using the following hyperlinks:

- **Tracking:** Displays when the PERC process ran, how the student was enrolled (through self-service or by an admin user), and if overridden, who processed the override. There's also a section for notes (see next section).
- **Course History:** This displays all the courses the student has taken and, if graded, their grade. It also shows transferred and in-progress courses.
- **Statistics:** Displays the "Academics" tab from "Student Services Ctr (Student)."

To switch from the detail view to the summary view, select the "Summary View" radio button near the top of the page.

The screenshot shows the "Enrollment Requirement Roster (Detail)" page for Spring 2014 UC Boulder. The page displays details for the course "ANTH 2020 - 880 (33900)" (Introduction to Physical Anthropology 2 (Lecture)). Below the course name, the "Enrollment Requirements" section states: "A minimum 3.3 cum GPA is required for this Honors class or you must be part of the first year student group." At the bottom of the page, there are filter options and a table. The "Select Display Option:" section has two radio buttons: "Summary View" and "Detail View" (which is selected). Below this is a "Set Filter Options" button. The table has columns for "ID:", "Select", "Drop / Approved Indicator", and "Find". The "Find" column shows "First", "7 of 20", and "Last". The "Select" column has a "Select" checkbox. The "Drop / Approved Indicator" column has a dropdown menu. The "Find" column has a "Find" button. A yellow box highlights the "Audit / Information Links" section, which contains links for "Tracking", "Course History", and "Statistics". Red dashed arrows point from the "Summary View" radio button to the "Select Summary View to return to the Enrollment Requirement Roster" text, and from the "Tracking" link to the "Select 'Tracking' to see who did the" text.

Adding a Note

When you take an action via the PERC roster (e.g., if you override a requisite), please add a note to the student's record via the PERC roster to indicate why you took that action. **Notes cannot be added via Quick Enroll.**

To enter a note via the PERC roster:

1. Navigate to the enrollment requirement roster for the desired class.
2. Click on the "Audit/Information Links" tab.
3. Locate the student who needs the note and click the "Tracking" link.
4. In the "Tracking of Key Transactions & User Notes" section:
 - a) In the "Note Type" drop-down, select "General." (The "Nondegree" note type is for use by CEPS staff only.)
 - b) In the "Notes" field, enter your note.
 - c) Click "OK" to return to the roster page.
5. **Important:** Click "SAVE" at the bottom of the roster page to save the note you just entered.

Enrollment Requirement Roster

Tracking of Key Transactions & User Notes

ID:

Transaction History

Transaction	Transaction Status	Source / Type	User ID	ID & Name	Last Update DateTime
Enrollment	Overridden	Quick Enroll	<input type="text"/>	<input type="text"/> Page, Sally Ann	04/20/15 7:13:14PM

Notes

*Note Type

GENERAL

General Override

Notes

Student has published work and meets the requisite of the course through life experience.

User ID

Empl ID

Name

DateTime

Ann

+

OK

Cancel

Notifying Students Marked as “Drop” for Non-Compliance

Whenever you process a drop via the PERC roster or in Quick Enroll, you’re responsible for notifying the student they’ve been dropped.

We recommend sending a separate email to each student you're dropping, with their name in the "To" field and your name in the "CC" field.

If you enter students' names in the BCC area of the notification, you will not be able to check which students were included in the email.

The screenshot shows the 'Enrolled Students' interface with a table of student records. The table has columns: Select, Process Status, ID, Name, Drop / Approved Indicator, Enrollment Req Status, Post Enroll Req Status, and Status. The 'Drop / Approved Indicator' column has a dropdown menu. The 'Enrollment Req Status' and 'Post Enroll Req Status' columns show 'Satisfied' or 'Not Satisfied'. The 'Status' column shows 'Enrolled'. Below the table are buttons for 'Select All', 'Clear All', and 'Go to top'. A red box highlights the 'notify selected students' button. Callouts provide the following information:

- Future Functionality Drop/Approved Indicator:** Allows you to set students to 'drop' if their Post Enroll Req Status is Not Satisfied.
- Enrollment Req Status:** the student's status at the time of enrollment.
- Post Enroll Req Status:** the student's status at the time post enrollment requirement checking is run.
- Notify Selected Students:** allows emailing from the roster for all students or selected students. When emailing multiple students the Email will populate within the BCC line to comply with FERPA policy.

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

SAMPLE Email:

Make sure that students are BCC'd in the process if sending out one email per course.

Having reviewed your student required we have found you have not met the requirements for enrollment in the following class for the Fall 2025 semester:

MATH 205 (12345)

Based on our records the following requirements have not been met:

Prerequisite: Grade of C or better in MATH 100 OR MATH 120 OR MATH 150; OR a test score equal to or greater than MATH ACT 24 OR MATH SAT 590 OR ALEKS PPL 61 OR Accuplacer QAS 270, OR (HS 3.5 AND grade of A- or better in Algebra 2).

Since the requirement has not been met, you will be dropped from this class as of Friday, August 22, 2025.

If you have any questions related to the [PERC process](#) or need assistance with new course selections please connect with your Faculty/Academic Advisor or your [College Dean's office](#).

Your Name or College Reference

OFFICE of THE REGISTRAR HANDLES the PROCESSES BELOW

DO NOT CONTINUE or CLICK ANY OTHER BUTTONS IN KSIS

Dropping Students for Non-Compliance

This is done by the Office of the Registrar ONLY

Timing Considerations

You may drop these students any time after PERC runs through Friday before classes begin (PERC will run Tuesday Night/Wednesday Morning after the grading deadline for fall, spring and summer).

Exceptions to this are allowed as needed (students who added to the class after this time with an inappropriate override, or students who get a prerequisite. class graded late and don't meet the minimum grade for the requisite, etc.).

For students who fail the requisite because they changed their major after registering for the class or they experienced a grade change, it's up to you whether to drop them, but you should be sensitive to timelines and the student's ability to find a replacement class.

Enrollment Requirements must be set up prior to registration. ***Students enrolled prior to set up will not have prerequisites enforced.*** Criteria from enrollment requirements are used to evaluate students' eligibility to enroll in a class and to remain in the class once grades are posted.

Prerequisites can be any of the following:

- Courses
- Test Scores
- Student Groups
- Academic Programs
- Academic Plans

Enrollment Within the Same Term

- Set up a valid end date on the prerequisite class that was prior to the beginning date of the second class.
- Unique situation – enrollment requirement changes mid-term
 - Starts out as section-to-section co-requisite enforced by one requirement group.
 - Changes to the regular course prerequisite-enforced by course requirement group (Department opens second class to all students)
 - Note: There is NO WAY TO ENFORCE PERC FOR BOTH

Exceptions

- If a student has a hold (a.k.a., service indicator) that prevents dropping, the system will not allow you to drop the student via PERC.
- You can't use PERC to drop a student if the course is part of a corequisite. You must go to Quick Enroll and drop the student from both corequisite classes. If you want an exception to this and not have the corequisite class dropped, then you'll need to work with the Office of the Registrar and note the exception (indicating which co-requisite to keep and which one to fall).

PERC Quirks

- PERC does not work on non-enrollment courses. PERC does not process on courses like BIOL XXX. BIOLXXX is a lab and a lecture. The course available for PERC in the current term is the “non-enrollment” component.
- Graduate students who have earned a grade of 2.000 or better *in an Undergraduate pre-req class* appear as “Not satisfied”. This is because their course is outside their career and therefore did not earn credit at the GR level (Correct logic, but we were not expecting this.)
- On the Detail view, when referencing a course, at times it will only display the course ID number. The subject and catalog number are missing. Course 001006 is BUSX 301. **(Course 001006 was CBEC 301 until 2004.)** We routinely have courses change subject codes and catalog numbers and may or may not be caught based on equivalent set-ups.
- **Enrollment Requirement Status:** displays status of student at the point of enrollment
 - typically displays “Conditionally Satisfied” if student had not yet completed the prerequisite course when enrolling
- **Post Enrollment Requirement Status:** displays status of student after the PERC process has been run
 - displays only the students who remain “Not Satisfied”
 - includes additional details (course, grade, term) regarding rules they did not meet

ORACLE Page 1 of 1

Print Enrollment Requirement Rosters
Student Detail Report

Spring 2023 | Regular Academic Session | Kansas State University | Undergraduate

FINAN 520 - B (15314)
Investments (Lecture)

Days and Times	Room	Instructor	Dates	Topic
TuTh 11:30AM-12:45PM	College of Business Bldg 3083	[REDACTED]	01/17/2023 - 05/05/2023	

Enrollment Requirements:
Pre-Req: FINAN 450

Enrollment Requirement Status **Conditionally Satisfied**

Conditional **Pre-Req: FINAN 450**

Conditional Must take course id: 104280; Subject: FINAN, Catalog Nbr: 450

Course	Description	Term	Units	Grade
FINAN 450	Principles Finance	Fall 2022	3.00	In Progress

Post Enrollment Requirement Status **Not Satisfied**

Last Update on: 12/21/2022 12:31:39 by Shannon R Castleberry

Not Satisfied **Pre-Req: FINAN 450**

Not Satisfied Must take course id: 104280; Subject: FINAN, Catalog Nbr: 450

Course	Description	Term	Units	Grade
FINAN 450	Principles Finance	Fall 2022	3.00	F

Not Satisfied Academic Program In Grad prereq by-pass

- If “Not Satisfied” and student has enrolled in course for a term
 - then indicates course needed
 - displays grid with term/grade

Not Satisfied

Pre-Req: FINAN 450

Not Satisfied Must take course id: 104280; Subject: FINAN, Catalog Nbr: 450

Course	Description	Term	Units	Grade
FINAN 450	Principles Finance	Fall 2022	3.00	F

- A course that remains designated “In Progress” after the term is over
 - likely a class the student dropped during the term
 - confusing but still did not pass rule

Not Satisfied

Pre-Req: CE 331 Or Graduate Student.

Not Satisfied Must take course id: 101394; Subject: CE, Catalog Nbr: 331

Course	Description	Term	Units	Grade
CE 331	Strength Mat/Analysis	Summer 2022	3.00	In Progress

Not Satisfied Academic Program In Graduate Science

- If “Not Satisfied” and student has never enrolled in course
 - then indicates course needed
 - there is no grid

Not Satisfied

Must take course id: 101555; Subject: CHE, Catalog Nbr: 320

- “Multiple offerings are available” is displayed rather than course number
- in “Not Satisfied” rows where student has not enrolled in course

Not Satisfied

Must take course id: 101555; Subject: CHE, Catalog Nbr: 320

Not Satisfied

Must take course id: 106423; multiple offerings are available

- The course has likely changed course number over time
 - Example: 106423 is Math 240/340)
-
- For Pass “P” grades with “C or better” rule
 - when enrolling, the enrollment engine does consider “P” as C or better and the student passes the rule successfully
 - appears on PERC report it does not consider “P” as C or better and reports as “not satisfied”
 - went from Satisfied to Not Satisfied

- want to validate this on additional examples; there may have been other conditions beyond “P” involved here (such as running “satisfied” in report parameters that could have caused the inconsistent results)

Post Enrollment Requirement Status

Not Satisfied

Last Update on: 08/24/2022 13:48:47 by Vickey L Grochowski

Satisfied

Global Campus: Students who are in the Global Campus Non Degree programs may not take this class. Please select a Global Campus Section.

Satisfied

Global Campus: Students who are in the Global Campus Non Degree programs may not take this class. Please select a Global Campus Class Section <http://global.k-state.edu/courses>

Not Satisfied

Pre-Req: CIS 300 and CIS 308. Or Graduate Student.

Satisfied

Must take course id: 101736; Subject: CIS, Catalog Nbr: 300

Course	Description	Term	Units	Grade
CIS 300	Data & Program Struct	Fall 2019	3.00	C

Not Satisfied

Must take course id: 101738; Subject: CIS, Catalog Nbr: 308

Course	Description	Term	Units	Grade
CIS 308	C Language Lab	Spring 2020	1.00	P

- Be aware the “worded” description that is displayed on the report may or may not include grade requirements such as “C or better” as entered when the ERG was set up
- If grade requirements are included in the ERG rule, they ARE enforced
- However, although enforced, the individual rows displayed on the report do NOT display the additional grade requirement information that is coded in the rule

Example: ECE 241 and CIS 308 are coded in ERG to require C or better (it was not included in worded description--highlighted in yellow)

- The detail rows do not include any reference to the grade requirement—highlighted in pink
- note grade of D is correctly denoted as “not satisfied”

Post Enrollment Requirement Status

Not Satisfied

Last Update on: 08/16/2022 16:26:58 by Vickey L Grochowski

Satisfied

Global Campus: Students who are in the Global Campus Non Degree programs may not take this class. Please select a Global Campus Section.

Satisfied

Global Campus: Students who are in the Global Campus Non Degree programs may not take this class. Please select a Global Campus Class Section <http://global.k-state.edu/courses>

Not Satisfied

Pre-Req: ECE 241 and CIS 308.

Satisfied

Must take course id: 103508; Subject: ECE, Catalog Nbr: 241

Course	Description	Term	Units	Grade
ECE 241	Intro Computer Engg	Spring 2021	3.00	A

Not Satisfied

Must take course id: 101738; Subject: CIS, Catalog Nbr: 308

Course	Description	Term	Units	Grade
CIS 308	C Language Lab	Spring 2022	1.00	D

- AND’s, ORs, and parenthesis (although enforced) are not included in the rule detail rows on report

- RED indicates actual coding in the ERG and what is enforced in evaluating the rule

Not Satisfied	Pre-Req: "C" or better in CE 333 or "C" or better in CE 530. Pre-Req or Co-Req.: MATH 222. Or Graduate Student.				
Not Satisfied	(Must take course id: 101396; Subject: CE, Catalog Nbr: 333	OR		
Not Satisfied		Must take course id: 101403; Subject: CE, Catalog Nbr: 530)	AND	
Satisfied	Must take course id: 106419; multiple offerings are available				
	<i>Course</i>	<i>Description</i>	<i>Term</i>	<i>Units</i>	<i>Grade</i>
	MATH 222	Analy Geom & Calc III	Fall 2022	4.00	TA

- Grades of Incomplete "I" are evaluated as "Conditional" and Not Satisfied

Post Enrollment Requirement Status

Conditionally Satisfied

Last Update on: 08/24/2022 13:49:02 by Vickie L. Grochowski

Conditional

Pre-Req: CIS 200 and either Math 205 or Math 220

Conditional

Must take course id: 101730; Subject: CIS, Catalog Nbr: 200

Course	Description	Term	Units	Grade
CIS 200	Programming Funds	Summer 2022	4.00	I

Satisfied

Must take course id: 106417; multiple offerings are available

Course	Description	Term	Units	Grade
MATH 220	Analy Geom & Calc I	Fall 2021	4.00	C

- If the rule is "Co-requisite" and contains additional grade requirements such as "C" or better and student is currently enrolled in course, the rule is not met because cannot meet "C" or better requirement
- PERC reports may provide inconsistent results if the ERG rule was changed between the time the student enrolled and when PERC was run
- -basically if rule updated any time after start of early enrollment
- PERC reports may provide inconsistent results
 - when moved from "satisfied" to "not satisfied"
 - picking this up may have been an error in report parameters? (will investigate more)