



University of
South Australia

Student and
Academic Services

User Guide

PERC: Reinstating a Dropped Student

Systems Development, Integration and Reporting Student and Academic Services

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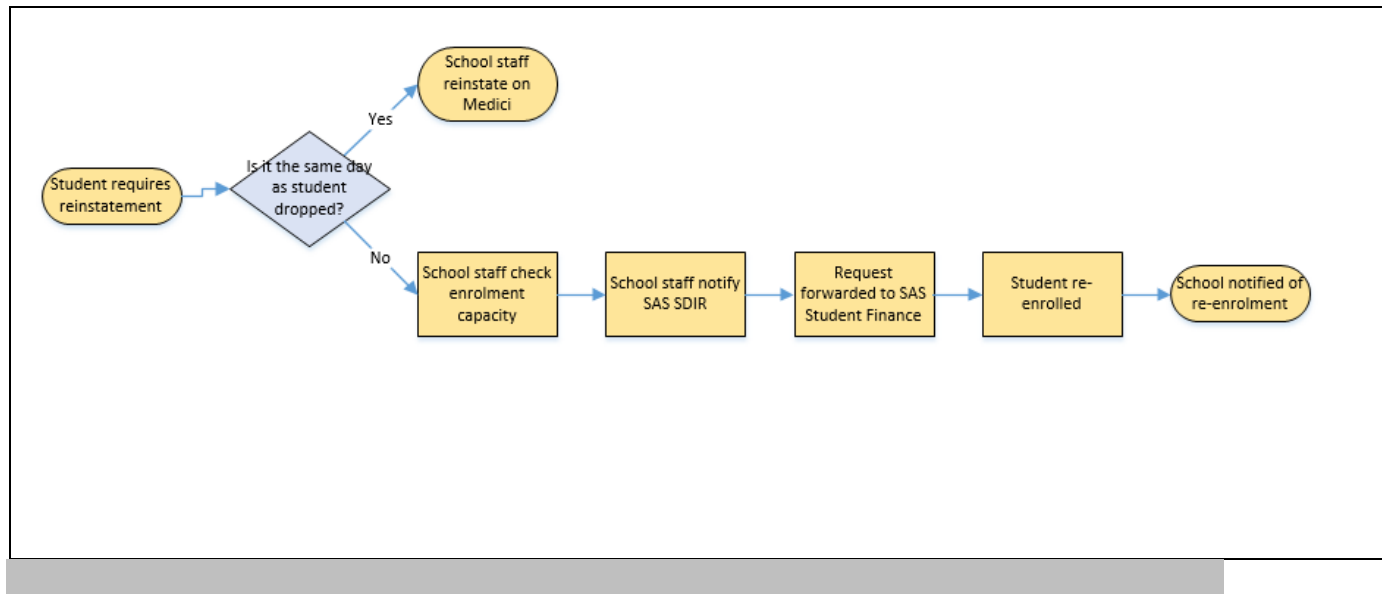
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OVERVIEW: PERC – REINSTATING A DROPPED STUDENT

Once a student has been dropped by the School Staff using PERC, the student cannot re-enrol in this course for the same semester. If, for whatever reason, the student needs to be re-enrolled in the class (eg error in dropping the student or late permission from Program Director), this process can be carried out by the School Staff if the student was dropped the same day, or by SAS Student Finance if the next day or more.

PROCESS OVERVIEW FLOW CHART



REINSTATE A STUDENT – SAME DAY

Person responsible: School staff

Step 1: Open enrollment requirement roster

Medici Navigation : Main Menu → Curriculum Management → Enrolment Requirements → Post Enroll Req Checking → Enrollment Requirement Roster

OR

Medici Navigation : Main Menu → School Staff Work Centre → PERC TAB → Step 3: Check PERC Roster

This process can only be carried out by School Staff on the same day that they dropped the student. By the next day, the batch process will have already run to drop the student, and the only way to get them re-enrolled is via SAS Student Finance.

Complete the following fields:

- Term
- Subject Area
- Catalogue Nbr
- Class Nbr

Favorites | Main Menu > Curriculum Management > Enrolment Requirements > Post Enroll Req Checking > Enrollment Requirement Roster

Enrollment Requirement Roster

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

Find an Existing Value

Search Criteria

Academic Institution: begins with UNISA

Term: begins with 1505

Subject Area: begins with PHAR

Catalogue Nbr: begins with 4018

Session: =

Class Section: begins with

Class Nbr: = 10106

Search Clear Basic Search Save Search Criteria

No matching values were found.

Step 2: Change Drop/Approved indicator

- Navigate to the Student ID
- Locate the Drop/Approved Indicator box

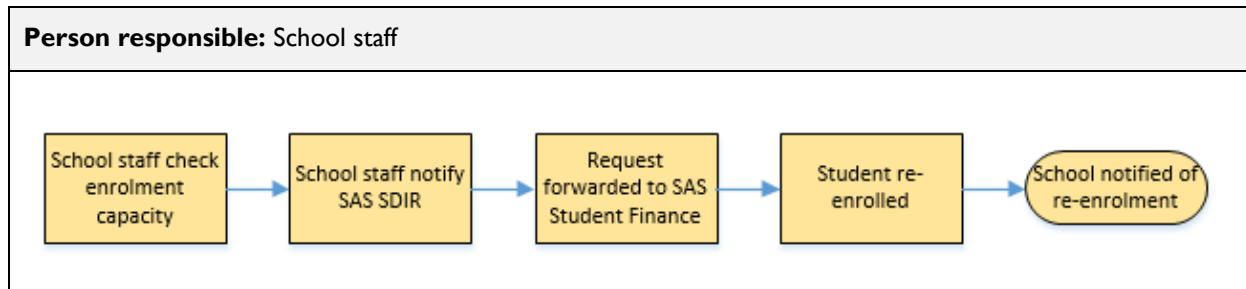
Enrolled Students						
Requirement Data		Audit / Information Links				
Select	ID	Name	Drop / Approved	Enrollment Req Status	Post Enroll Req Status	Status
1	<input type="checkbox"/>		<div style="border: 1px solid red; padding: 2px;"> Approved Drop Request </div>	Conditional	Not Satisfied	Enrolled

- Change the Drop down box to reflect a BLANK value
- Save

Enrolled Students						
Requirement Data		Audit / Information Links				
Select	ID	Name	Drop / Approved Indicator	Enrollment Req Status	Post Enroll Req Status	Status
1	<input type="checkbox"/>		<div style="border: 1px solid red; padding: 2px;"> <input type="text"/> </div>	Conditional	Not Satisfied	Enrolled

- Process is now complete.

REINSTATE A STUDENT – NEXT DAY AND MORE



Step 1: Check Enrolment Capacity

Medici Navigation : Main Menu → Curriculum Management → Schedule of Classes → Maintain Schedule of Classes

- Enter the Term , Subject Area, Catalogue Nbr, Class Nbr and click Search button.
- Check enrolment capacity to ensure space to add student back.

Basic Data	Meetings	Enrolment Cntrl	Reserve Cap	Notes	Exam	LMS Data	Textbook	GL Interface
Course ID:	010906	Course Offering Nbr:	1					
Academic Institution:	University of South Australia							
Term:	Study Period 5 - 2015	Undergrad						
Subject Area:	BIOL	Biological Sciences						
Catalogue Nbr:	1012	Molecules to Tissues B						
Enrolment Control Find View All First 1 of 23 Last								
Session:	1	Regular Academic Session	Class Nbr:	51845				
Class Section:	01LN	Component: Lecture	Event ID:					
Associated Class:	1	Units: 4.50						
*Class Status:	Active		Cancel Class					
Class Type:	Non-Enrol	Enrolment Status:	Open					
*Add Consent:	No Consent		Requested Room Capacity:	285	Total			
*Drop Consent:	No Consent		Enrolment Capacity:	240	233			
1st Auto Enrol Section:	<input type="text"/>		Wait List Capacity:	<input type="text"/> 0				
2nd Auto Enrol Section:	<input type="text"/>		Minimum Enrolment Nbr:	<input type="text"/>				
Resection to Section:	<input type="text"/>							
<input type="checkbox"/> Auto Enrol from Wait List <input type="checkbox"/> Cancel if Student Enrolled								

If there is space in the class, proceed to Question 1.

If the class is full, the School Staff member needs to make the decision to approve allowing this student into a full class, knowing the implications, then proceed to Question 1.

Question 1

Is this after the census date?

Yes - go to STEP 2

No - go to STEP 3

Step 2: Complete Correction of Enrolment Form

- Complete an [application for correction of enrolment form](#)
- Attach completed form to email in Step 3.

Step 3: Inform SDIR Team

- Email to the SAS-SDIR Manager or TBD SAS BA a note asking for the student to be re-enrolled; Include reason why the student was removed, Program Director approval to have them re-enrolled, Student ID, Name, Course and the class numbers that need to be re-added (include form from Step 2 if after census date).
- The SAS-SDIR Manager/SAS BA will forward the request to SAS Student Finance who will re-enrol the student and inform the SAS-SDIR Manager/SAS BA once this is done. This process may take a few days.

Step 4: Receive Confirmation

- The SAS BA/ SDIR Manager will inform you the student has been re-enrolled and you can then inform the student.



GLOSSARY

Please follow this link [HERE](#) to view the full Glossary of University Terms for UniSA.