



University of
South Australia

Student and
Academic Services

User Guide

PERC (Post Enrolment Requisite Checking)

PERC School Staff How to Guide

For further information or to update this document contact:

Business Analyst: TBD

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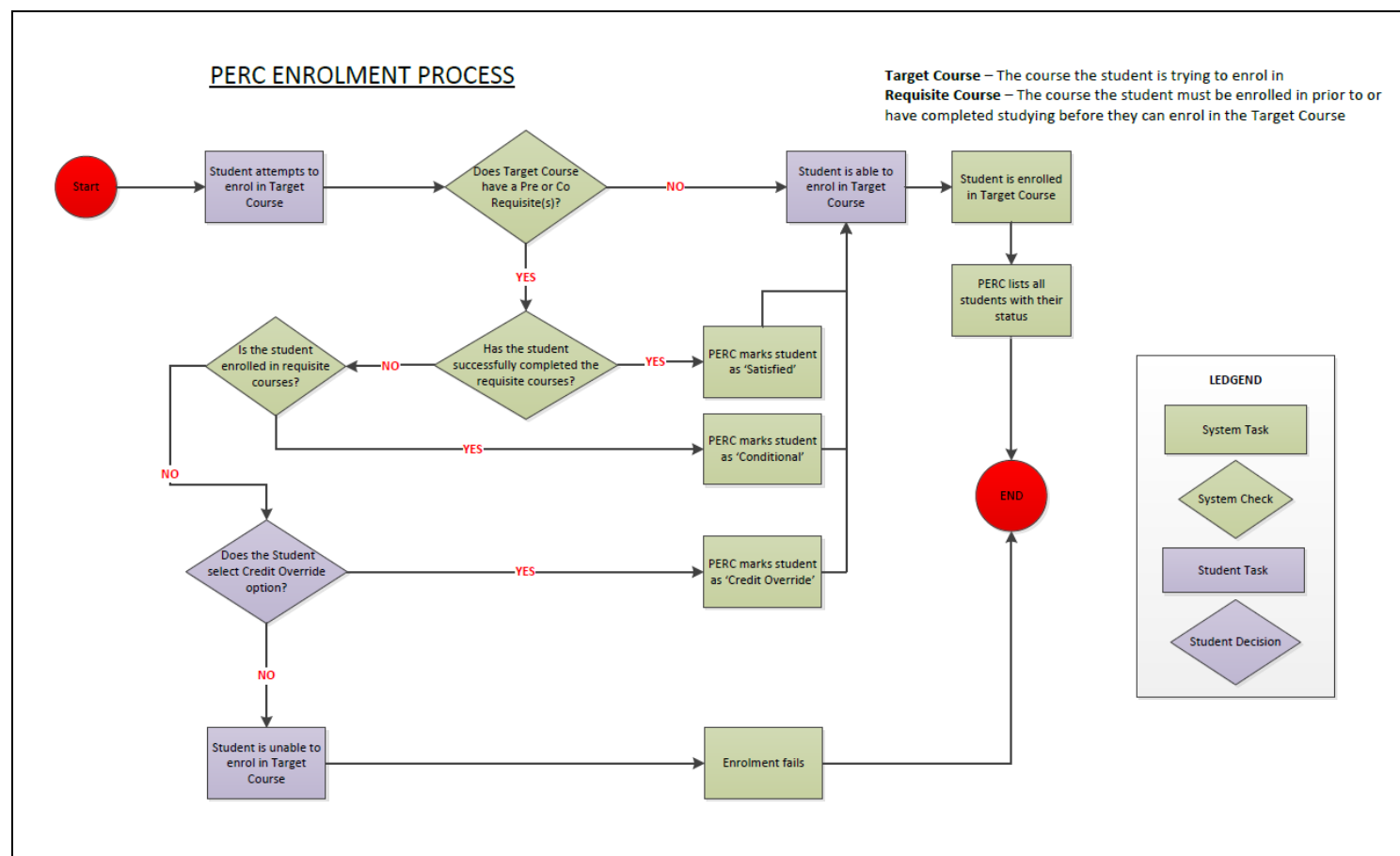
VERSION CONTROL

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PERC ENROLMENT FLOWCHART





University of
South Australia

Student and
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WHAT DOES IT ALL MEAN?

<u>Enrolment requirement Status Column</u> (what was the students status at the time of Enrollment)	What does it mean ?	What do I need to do ?
Overridden	Campus Central have overridden the system to allow the student to enrol (this is usually for Cross institutional students or where a PD has overridden a career permission)	Student requires monitoring once the post enrolment status is populated
Credit Override	<p>the student has ticked the credit declaration via myEnrolment to indicate that they have credit for the pre requisite course which has been submitted to Campus Central</p> <p>**NOTE- <u>we know students don't read</u> and they are ticking this declaration just to get into the course, if the student then enrolls into all the correct courses (just out of sequence) the system will update their Post Enrollment status to reflect a new status.</p>	<p>STEP 1: Check the Post Enrolment status</p> <ul style="list-style-type: none">○ If the students credit has been now been processed or where the student has just enrolled out of sequence their post enrolment status will now reflect "satisfied or conditional" (no action required) <p>STEP 2: Check if Campus Central has received a Credit application</p> <ul style="list-style-type: none">○ If there is no credit application and the post enrolment status is NOT SATISFIED you will need to assess the student for a

		DROP
Unknown	Unknown means we switched on the PERC system after the student had already enrolled, therefore we are unable to know what the status was as at the time of enrollment	students requires monitoring once the post enrolment status is populated
Conditional	Conditional means the student has enrolled with an outstanding condition (i.e. the student has enrolled into a course that requires them to successfully completion their pre – req in a prior study period)	students requires monitoring once the post enrolment status is populated
Satisfied	The student has already completed the requirements of the course	No Action Required
<u>Post Enrolment Status column</u> (students status once the grades have been released)	What does it mean ?	What do I need to do ?
Conditional	The student has an outstanding grade OR The student has an outstanding Secondary assessment	Student will require monitoring until census date **NOTE (once census date has passed you will need to use the current hard copy drop process via SAS: Student Finance)
Not Satisfied		Student will need to be assessed: DROP indicator applied to the system to remove the students from the course

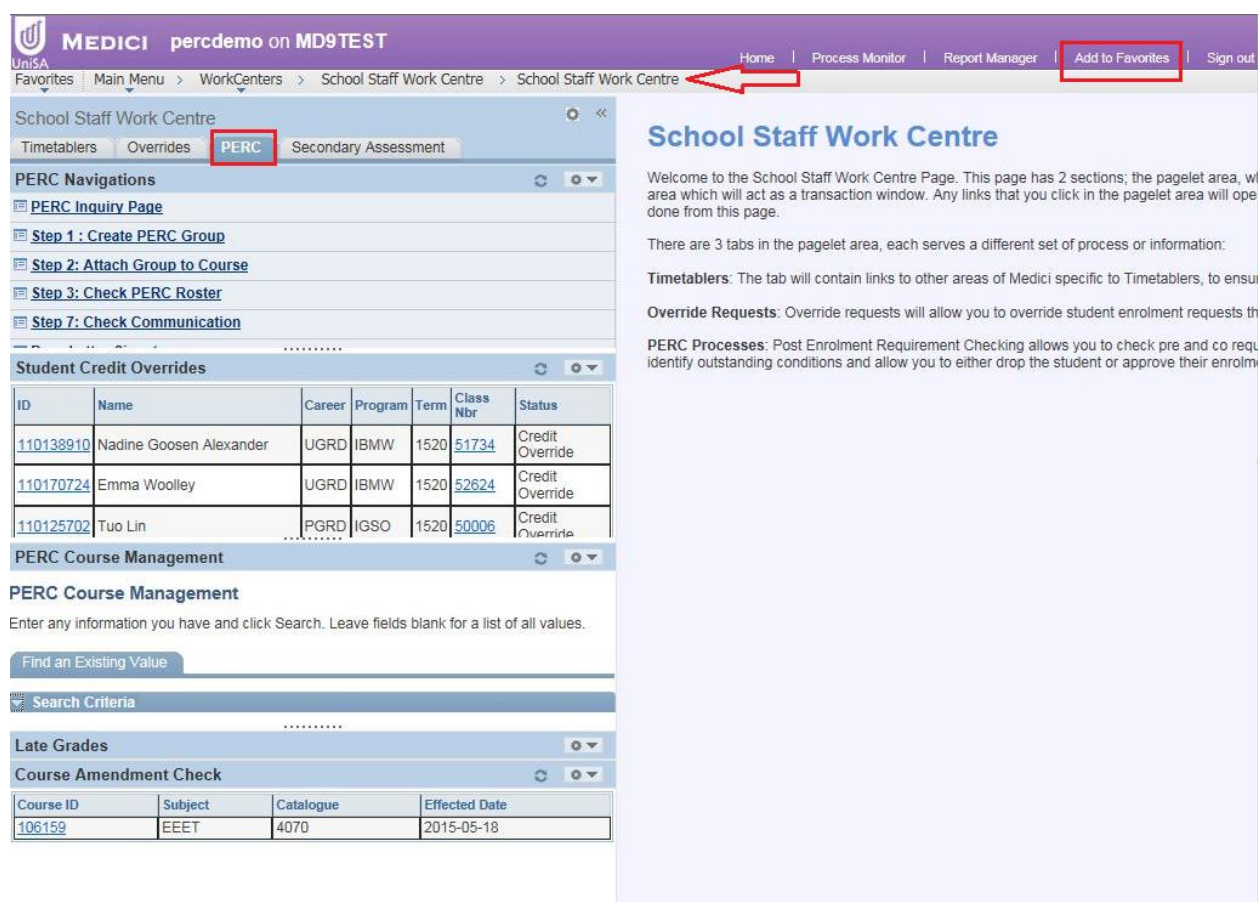
	The student has not met the requirements of the system	OR APPROVAL indicator & Note Type applied – to allow the student to remain in the course without completing the advertised pre or co requisite **NOTE (once census date has passed you will need to use the current hard copy drop process via SAS: Student Finance)
Satisfied	The student has now met the requirements of the course / no further monitoring is required	No Action Required
Dropped	The student has been dropped from the course.	No Action Required

SCHOOL STAFF WORKCENTRE

Step 1: How to access PERC in Medici

The School Staff Work Centre in Medici has a tab for PERC

- The Work Centre is located via the Main Menu > Workcenters > School Staff Work Centre
- You can save this page in your favourites using the 'Add to Favourites' link in the top right hand corner
- Select the PERC tab



School Staff Work Centre

Welcome to the School Staff Work Centre Page. This page has 2 sections; the pagelet area, which will act as a transaction window. Any links that you click in the pagelet area will open a new window from this page.

There are 3 tabs in the pagelet area, each serves a different set of process or information:

Timetablers: The tab will contain links to other areas of Medici specific to Timetablers, to ensure that the timetables are up to date.

Override Requests: Override requests will allow you to override student enrolment requests through the system.

PERC Processes: Post Enrolment Requirement Checking allows you to check pre and co requirements for students and identify outstanding conditions and allow you to either drop the student or approve their enrolment.

ID	Name	Career	Program	Term	Class Nbr	Status
110138910	Nadine Goosen Alexander	UGRD	IBMW	1520	51734	Credit Override
110170724	Emma Woolley	UGRD	IBMW	1520	52624	Credit Override
110125702	Tuo Lin	PGRD	IGSO	1520	50006	Credit Override

PERC Course Management

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

Find an Existing Value

Course ID	Subject	Catalogue	Effect Date
106159	EEET	4070	2015-05-18

Step 2: Familiarising yourself with the PERC Navigation

This page holds all the relevant Navigation Links, Credit Override query pagelet, PERC Course Management search pagelet, Late Grades query pagelet and Course Amendment Check query pagelet.

Each Pagelet can expand or be minimised depending on your activity

The screenshot displays the MEDICI percdemo on MD9TEST interface. At the top, there is a navigation bar with links: Favorites, Main Menu, WorkCenters, and School Staff Work Centre. Below this, the 'School Staff Work Centre' is active, showing tabs for Timetablers, Overrides, PERC, and Secondary Assessment. The 'PERC' tab is selected, revealing a list of 'PERC Navigations' including: PERC Inquiry Page, Step 1: Create PERC Group, Step 2: Attach Group to Course, Step 3: Check PERC Roster, Step 7: Check Communication, and Drop Letter Signatures. Below this, the 'Student Credit Overrides' section is visible, containing a table with columns: ID, Name, Career, Program, Term, Class Nbr, and Status. The table lists three students: Nadine Goosen Alexander (UGRD, IBMW, 1520, 51734), Emma Woolley (UGRD, IBMW, 1520, 52624), and Tuo Lin (PGRD, IGSO, 1520, 50006). Below the table, the 'PERC Course Management' section is shown, featuring a search criteria section with a 'Find an Existing Value' button. At the bottom, the 'Late Grades' and 'Course Amendment Check' sections are visible. The 'Course Amendment Check' section contains a table with columns: Course ID, Subject, Catalogue, and Effected Date, showing one entry: 106159, EEET, 4070, 2015-05-18.

ID	Name	Career	Program	Term	Class Nbr	Status
110138910	Nadine Goosen Alexander	UGRD	IBMW	1520	51734	Credit Override
110170724	Emma Woolley	UGRD	IBMW	1520	52624	Credit Override
110125702	Tuo Lin	PGRD	IGSO	1520	50006	Credit Override

Course ID	Subject	Catalogue	Effected Date
106159	EEET	4070	2015-05-18

Step 3: Using the PERC Inquiry Page

The PERC Inquiry Page is used to do all your searches and PERC tasks and processing

Navigation:

Main Menu > Workcentres > School Staff Work Centre > Perc Inquiry Page

Or

Main Menu > Curriculum Management > Enrolment Requirements > Post Enroll Req Checking > PERC Inquiry Page

- Use the “Course/Class details” section to find students in a specific study period/course/ class or career; you must enter the Academic Career in order to be able to enter a Term.
- Use the “Filters by” section to find different cohorts of students

- To sort by column, select the heading rows in the blue ribbon at the top of the pagelet

	Student ID	Student Name	Academic Program	Academic Career	Term	Class Nbr	Course ID	Course Title	Subject Area	Catalog Number	Enrolment Requirement Status	Post Enrolment Requirement Status	Student Enrolment Status
<input type="checkbox"/>	1 110148324	Milic, Dragana	IBNU	UGRD	1410	24471	101146	Health of Older Adults	NURS	2024	Credit Override	Not Satisfied	Enrolled
<input type="checkbox"/>	2 110148307	Holmes, Melanie Michelle	IBNU	UGRD	1410	24460	101146	Health of Older Adults	NURS	2024	Credit Override	Not Satisfied	Enrolled
<input type="checkbox"/>	3 110144552	Carr, Belinda Louise	IBNU	UGRD	1410	24470	101146	Health of Older Adults	NURS	2024	Credit Override	Not Satisfied	Enrolled
<input type="checkbox"/>	4 110144500	Coombs, Ashlee Louise	IBNU	UGRD	1410	24464	101146	Health of Older Adults	NURS	2024	Credit Override	Not Satisfied	Enrolled
<input type="checkbox"/>	5 110144388	Wilson, Susan Irene	IBNU	UGRD	1410	24460	101146	Health of Older Adults	NURS	2024	Credit Override	Not Satisfied	Enrolled
<input type="checkbox"/>	6 110144006	Khan, Sherrelle Amy	IBNU	UGRD	1410	21592	101146	Health of Older Adults	NURS	2024	Credit Override	Not Satisfied	Enrolled
<input type="checkbox"/>	7 110143751	Stocker, Crystal Lee	IBNU	UGRD	1410	21595	101146	Health of Older Adults	NURS	2024	Credit Override	Not Satisfied	Enrolled
<input type="checkbox"/>	8 110143629	Furnell, Sarah Diane	IBNU	UGRD	1410	24460	101146	Health of Older Adults	NURS	2024	Credit Override	Not Satisfied	Enrolled
<input type="checkbox"/>	9 110143382	James, Kristy Jo	IBNU	UGRD	1410	24461	101146	Health of Older Adults	NURS	2024	Credit Override	Not Satisfied	Enrolled
<input type="checkbox"/>	10 110139923	FENG, Lijuan	IESPU	UGRD	1410	21589	101146	Health of Older Adults	NURS	2024	Overridden	Not Satisfied	Enrolled
<input type="checkbox"/>	11 110138771	Thomas, Wendy Elizabeth	IBNU	UGRD	1410	24472	101146	Health of Older Adults	NURS	2024	Credit Override	Not Satisfied	Enrolled

Step 4: Setting a Drop Indicator

To set a DROP indicator to one or more students, do the following:

1. Enter the details of the course you are reviewing in the 'Course/Class Details' section;
2. You must enter the 4 highlighted fields: Academic Career, Subject Area, catalog Number and Term
3. In the 'Filter By' section, click the NOT SATISFIED box to identify students who have not met the Requisite requirement
4. Add a tick in the box next to each students that needs to be removed from the course
5. Click on the Set Drop Indicator Button
6. You will now see the Action Indicator has set a DROP indicator next to the selected students
7. You do not need to do anything else. PERC will drop these student overnight and send them an automated email to inform them that they have been dropped from this course.

Post Enrolment Requisite Checking - Inquiry Page

Course/Class Details
Academic Career: Undergraduate
Course ID:
Subject Area: NURS Nursing
Catalog Number: 2022
Term: 1420 SP5 - 2014
Class Number:

Filter By
Students with a Enrolment Requisite Status of:
☐ Overridden ☒ Credit Override ☒ Unknown
☐ Enrolment Component ☐ Conditional ☐ Satisfied
Students with a Post Enrolment Requisite Status of:
☐ Conditional ☒ Not Satisfied ☐ Satisfied
☐ Dropped

For selected students:

 Note Type:

Select All Deselect All

	Student ID	Student Name	Academic Program	Academic Career	Term	Class Nbr	Course ID	Course Title	Subject Area	Catalog Number	Enrolment Requirement Status	Post Enrolment Requirement Status	Student Enrolment Status	Action Indicator
<input checked="" type="checkbox"/>	1 00201824	Miric, Aleksandra	IBNU	UGRD	1420	54280	101143	Health of Infants, Child, YP	NURS	2022	Credit Override	Not Satisfied	Enrolled	
<input checked="" type="checkbox"/>	2 100018765	Parsons, Paul Kevin	IBNU	UGRD	1420	54255	101143	Health of Infants, Child, YP	NURS	2022	Credit Override	Not Satisfied	Enrolled	
<input checked="" type="checkbox"/>	3 110134894	Huang, Rong	IBNU	UGRD	1420	53300	101143	Health of Infants, Child, YP	NURS	2022	Unknown	Not Satisfied	Enrolled	
<input checked="" type="checkbox"/>	4 110091990	Heinrich, Kylie Geraldine	IBNU	UGRD	1420	54280	101143	Health of Infants, Child, YP	NURS	2022	Unknown	Not Satisfied	Enrolled	

	Student ID	Student Name	Academic Program	Academic Career	Term	Class Nbr	Course ID	Course Title	Subject Area	Catalog Number	Enrolment Requirement Status	Post Enrolment Requirement Status	Student Enrolment Status	Action Indicator
<input type="checkbox"/>	1 110151543	Durmaz, Sevgi	IBNU	UGRD	1420	54953	101143	Health of Infants, Child, YP	NURS	2022	Credit Override	Not Satisfied	Enrolled	DROP
<input type="checkbox"/>	2 00201824	Miric, Aleksandra	IBNU	UGRD	1420	54280	101143	Health of Infants, Child, YP	NURS	2022	Credit Override	Not Satisfied	Enrolled	DROP
<input type="checkbox"/>	3 110092572	Carpenter, Thea Ruth	IBNU	UGRD	1420	54278	101143	Health of Infants, Child, YP	NURS	2022	Unknown	Not Satisfied	Enrolled	DROP

Step 5: Setting an Approval Indicator

An Approval indicator is used in cases where students are marked as 'Not satisfied' in PERC, but for whatever reason, the School Staff know that they are allowed to be enrolled in the course.

1. Tick the student/s you would like to approve
2. Use the Note Type drop box to select the correct reason for approving
3. Click the Set Approved Indicator button
4. Check the Action Type has been populated

Post Enrolment Requisite Checking - Inquiry Page

Course/Class Details

Academic Career: Undergraduate

Course ID:

Subject Area: NURS Nursing

Catalog Number: 2022

Term: 1420 SP5 - 2014

Class Number:

Filter By

Students with a Enrolment Requisite Status of:

☐ Overridden ☒ Credit Override ☒ Unknown

☐ Enrolment Component ☐ Conditional ☐ Satisfied

Students with a Post Enrolment Requisite Status of:

☐ Conditional ☒ Not Satisfied ☐ Satisfied

☐ Dropped

For selected students:

Note Type:

Select All Deselect All

	Student ID	Student Name	Academic Program	Academic Career	Term	Class Nbr	Course ID	Course Title	Subject Area	Catalog Number	Enrolment Requirement Status	Post Enrolment Requirement Status	Student Enrolment Status	Action Indicator
<input checked="" type="checkbox"/>	110020399	Ignacio,Michele Marie	IBNU	UGRD	1420	54947 101143	Health of Infants, Child, YP	NURS	2022	Credit Override	Not Satisfied	Enrolled		
<input checked="" type="checkbox"/>	110112980	Drew,Kelsie Louise	IBNU	UGRD	1420	54947 101143	Health of Infants, Child, YP	NURS	2022	Credit Override	Not Satisfied	Enrolled		
<input checked="" type="checkbox"/>	110112838	Dnver,Marc John	IBNU	UGRD	1420	54260 101143	Health of Infants, Child, YP	NURS	2022	Credit Override	Not Satisfied	Enrolled		
<input checked="" type="checkbox"/>	110152341	Thurbon,Nadia Marie	IBNU	UGRD	1420	54953 101143	Health of Infants, Child, YP	NURS	2022	Credit Override	Not Satisfied	Enrolled		

For selected students:

Note Type

- COE Requirement
- Clinical Placement
- IBM Program
- PD Approved
- Pending Credit
- Pending Supp Assessment

For selected students:

Note Type

Student ID	Student Name	Academic Program	Academic Career	Term	Class Nbr	Course ID	Course Title	Subject Area	Catalog Number	Enrolment Requirement Status	Post Enrolment Requirement Status	Student Enrolment Status	Action Indicator	Note Type
110116325	Nayda,Megan	IBNU	UGRD	1420	54255 101143	Health of Infants, Child, YP	NURS	2022	Unknown	Not Satisfied	Enrolled	APPROVED	PD Approved	
110115694	Kafkakios,Paragiota	IBNU	UGRD	1420	54255 101143	Health of Infants, Child, YP	NURS	2022	Unknown	Not Satisfied	Enrolled	APPROVED	PD Approved	
100066436	Buckskin,Peter Gilbert	IBNU	UGRD	1420	54278 101143	Health of Infants, Child, YP	NURS	2022	Unknown	Not Satisfied	Enrolled	APPROVED	PD Approved	
110152341	Thurbon,Nadia Marie	IBNU	UGRD	1420	54953 101143	Health of Infants, Child, YP	NURS	2022	Credit Override	Not Satisfied	Enrolled	APPROVED	Clinical Placement	
110112980	Drew,Kelsie Louise	IBNU	UGRD	1420	54947 101143	Health of Infants, Child, YP	NURS	2022	Credit Override	Not Satisfied	Enrolled	APPROVED	Clinical Placement	
110112838	Dnver,Marc John	IBNU	UGRD	1420	54260 101143	Health of Infants, Child, YP	NURS	2022	Credit Override	Not Satisfied	Enrolled	APPROVED	Clinical Placement	
110020399	Ignacio,Michele Marie	IBNU	UGRD	1420	54947 101143	Health of Infants, Child, YP	NURS	2022	Credit Override	Not Satisfied	Enrolled	APPROVED	Clinical Placement	

Step 6: Using the Student Details Column

To check the Student Details click on the Student Details links at the end of the spreadsheet. Three options will be displayed

- View Class Roster – Displays all the student enrolled in that course per class
- Student History – Displays all the courses the student has attempted at Unisa including ongoing ones
- Student Credit

Personalize Find View All First 1-20 of 20 Last		
Action Indicator	Note Type	Student Details
APPROVED	PD Approved	Student Details
APPROVED	PD Approved	Student Details
APPROVED	PD Approved	Student Details
APPROVED	Clinical Placement	Student Details
APPROVED	Clinical Placement	Student Details
APPROVED	Clinical Placement	Student Details
APPROVED	Clinical Placement	Student Details
APPROVED	Clinical Placement	Student Details
APPROVED	Clinical Placement	Student Details

View Class Roster

1. Click on the View Class Roster link to check the specific class details (this view will display all students in the chosen class)
2. To view each student's specific details click on the Post Enroll Req Status hyperlink
3. Check which course/s are not Satisfied
4. Click the Summary View Radio button to return to the class page.

Click Cancel to return to the spreadsheet view

Personalize Find View All First 1-20 of 20 Last		
Action Indicator	Note Type	Student Details
APPROVED	PD Approved	Student Details
APPROVED	PD Approved	Student Details
APPROVED	PD Approved	Student Details
APPROVED	Clinical Placement	Student Details
APPROVED	Clinical Placement	Student Details
APPROVED	Clinical Placement	Student Details
APPROVED	Clinical Placement	Student Details
APPROVED	Clinical Placement	Student Details
APPROVED	Clinical Placement	Student Details

Enrolled Students Personalize Find First 1-15 of 15 Last						
Requirement Data		Audit / Information Links				
Select	ID	Name	Drop / Approved Indicator	Enrollment Req Status	Post Enroll Req Status	Status
1	110062935	Casey, Rosalie Noelene	Drop Request	Unknown	Not Satisfied	Enrolled
2	110115694	Kafkakis, Panagiota	Approved	Unknown	Not Satisfied	Enrolled
3	110111624	Kakar, Dipika		Conditional	Conditional	Enrolled
4	100035085	Kommaquri, Nava Swathi		Credit Override	Conditional	Enrolled
5	110143589	Matheson, Brooke		Conditional	Conditional	Enrolled
6	110116325	Navda, Megan	Approved	Unknown	Not Satisfied	Enrolled
7	110144027	Neli, Sara Jane		Credit Override	Conditional	Enrolled
8	100018765	Parsons, Paul Kevin	Drop Request	Credit Override	Not Satisfied	Enrolled
9	100100578	Pilkington, Adele Kristin		Unknown	Conditional	Enrolled

Select Display Option: ☐ Summary View ☒ Detail View

Set Filter Options

Find First 1 of 4 Last

ID: 110113093 [Dale Leah Essy](#)

☐ Select Drop / Approved Indicator

Audit / Information Links
[Tracking](#) [Course History](#) Statistics

Enrollment Requirement Status Unknown

Post Enrollment Requirement Status Not Satisfied
Last Updated 28/07/14 9:28:04PM

Not Satisfied NURS 2022 Pre Requisite

Not Satisfied BIOL 2058 - Scientific Basis of Clinical Practice

Not Satisfied BIOL 2054 - Scientific Basis of Clinical Practice (1)

Satisfied NURS 1033 - Being a Health Professional




Course	Description	Term	Units	Grade
NURS 1033	Being a Health Professional	Study Period 2 - 2013	9.00	C

Student History Link

Click on the Student History link to review all the courses that a student has attempted, within their current program

Personalize Find View All First 1-20 of 20 Last		
Action Indicator	Note Type	Student Details
APPROVED	PD Approved	Student Details
APPROVED	P	Student Details
APPROVED	P	Student Details
APPROVED	C	Student Details
APPROVED	Clinical Placement	Student Details
APPROVED	Clinical Placement	Student Details
APPROVED	Clinical Placement	Student Details

The page contains the following legend:

 Taken	Course is Completed
 Transferred	Credit has been approved for this course
 In Progress	Student is enrolled in the course, final grade has yet to be received.

Click Cancel to return to the class page

Student History

Meng Shi

ID: 110114259



My Course History

Select Display Option

- ☒ Hide courses from My Planner
☐ Show courses from My Planner

Sort results by
Then by

sort

<div> ✓ Taken ← Transferred ◇ In Progress </div>					
Course	Description	Term	Grade	Units	Status
BIOL 1047	Human Body 1	Study Period 2 - 2013	F	4.50	✓
BIOL 1047	Human Body 1	Study Period 7 - 2013/2014	C	4.50	✓
BIOL 1048	Human Body 2	Study Period 5 - 2013	P2	4.50	✓
BIOL 2058	ScientificBasisClinicalPract	Study Period 2 - 2014		4.50	◇
HLTH 1036	Global and National Health	Study Period 2 - 2013	P1	4.50	✓
HLTH 1037	Mental Health	Study Period 5 - 2013	P1	4.50	✓
HLTH 1038	Population Health	Study Period 5 - 2013	P1	4.50	Taken
NURS 1033	Being a Health Professional	Study Period 2 - 2013	P2	9.00	✓
NURS 1055	ExpLearnAct:FoundPracticum1	Study Period 5 - 2013	NGP	4.50	✓
NURS 2022	Health of Infants, Child, YP	Study Period 5 - 2014		4.50	◇
NURS 2023	Health of Adults	Study Period 5 - 2014		9.00	◇
NURS 2024	Health of Older Adults	Study Period 2 - 2014		9.00	◇
NURS 2033	ExpLearnAct:AcuteCarePrac3	Study Period 6 - 2014		4.50	◇
NURS 2034	ExpLearnAct:OlderAdultsPrac 2	Study Period 2 - 2014		4.50	◇

Cancel

Student Credit Link

Click on the Student Credit link to process credit or to check any processed credit

Note: You will be unable to view this page if your role does not allow you to currently see it

Personalize Find View All First 1-20 of 20 Last		
Action Indicator	Note Type	Student Details
APPROVED	PD Approved	Student Details
APPROVED	P	Student Details
APPROVED	P	Student Details
APPROVED	C	Student Details
APPROVED	Clinical Placement	Student Details
APPROVED	Clinical Placement	Student Details
APPROVED	Clinical Placement	Student Details

Student Credit

Student Credit

Transfer Course Entry

Course Credits by Term

Walsh,Blane110143424

Transfer Credit Model

Find | View All | First | 1 of 1 | Last

Academic Career:

UGRD

Undergraduate

Academic Institution:

UNISA

University of South Australia

*Model Nbr:

1

*Transcript Level:

Official

Target Information

*Academic Program:

IBNU

BNursing

☐ Include in GPA

Academic Plan:

N/A-IBNU

Not Applicable

Source Information

Agreement ID:

*Credit Source Type:

Manual

Source Institution:

The University of Queensland

School Type:

UNV

University

DEST Institution:

3019

The University of Queensland

Transfer Credit Term

Find | View All | First | 1 of 1 | Last

*Articulation Term:

1410

SP2 - 2014

Posted

*Group	*Seq#	External Subject	External Course / Requirement Nbr	External Course / Requirement Description	Equivalent Course ID	Equivalent Subject / Catlg Nbr	Units	
1	1				101137	NURS 1033	9.000	
	2				101138	BIOL 1047	4.500	
	3				101141	BIOL 1048	4.500	
	4				106004	HLTH 1036	4.500	

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Version 2.0

CHECKING SPS COMPULSORY CONDITIONS

A new coloumn has been designed to enable staff members to check any “Compulsory Conditions” from the SPS system (i.e. Criminal History, First Aid etc.)

The column reads directly from the SPS (Student Placement System)

A **“Not Satisfied”** status will now appear where a student has one or more outstanding Compulsory conditions .

A **“Satisfied”** status will appear where all compusory conditions have been meet.

Note: Only students enrolled into a course that has a PERC value and who also have a compulsory condition will be reflected in this section.

Staff will be able to tick those students with a “not satisfied” status and set the Action Indicator to DROP , an overnight batch process will pick up the students and drop them from the course. An automatic email notification will also be sent to the students.

This action will only be valid prior to census date

STEP BY STEP

1. Filter by ticking the Check Placement Conditions flag
2. Check the outstanding conditions by clicking the hyperlink
3. Tick students that have a Not Satisfied indicator
4. Click the Set Drop Indicator button

Students will be dropped overnight

Post Enrolment Requisite Checking - Inquiry Page

Course/Class Details

Academic Career: Undergraduate

Course ID:

Subject Area: NURS Nursing

Catalog Number: 2034

Term: 1410 SP2 - 2014

Class Number:

Filter By

Students with a Enrolment Requisite Status of:

☐ Overridden ☐ Credit Override ☐ Unknown

☐ Enrolment Component ☐ Conditional ☐ Satisfied

Students with a Post Enrolment Requisite Status of:

☐ Conditional ☐ Not Satisfied ☐ Satisfied

☐ Dropped

☒ Check Placement Conditions

For selected students:

Set Drop Indicator

Set Approval Indicator Note Type

Select All Deselect All

Student ID	Student Name	Academic Program	Academic Career	Term	Class Nbr	Course ID	Course Title	Subject Area	Catalog Number	Enrolment Requirement Status	Post Enrolment Requirement Status	Student Enrolment Status	Action Indicator	Note Type	Conditions Check	Student Details
<input checked="" type="checkbox"/>	110117325	Neupane,Deepshikha	IBNU	UGRD	1410	24576	106001	ExpLearnActOlderAdultsPrac 2	NURS	2034	Satisfied	Satisfied	Enrolled		▼ Not Satisfied	Student Details
<input checked="" type="checkbox"/>	110109952	Jaswinder Kaur,	IBNU	UGRD	1410	24576	106001	ExpLearnActOlderAdultsPrac 2	NURS	2034	Unknown	Satisfied	Enrolled		▼ Not Satisfied	Student Details
<input type="checkbox"/>	110119702	Watson,Ayshia Lee	IBNU	UGRD	1410	24572	106001	ExpLearnActOlderAdultsPrac 2	NURS	2034	Unknown	Satisfied	Enrolled		▼ Satisfied	Student Details
<input type="checkbox"/>	110118978	Goodwin,Ella Marie	IBNU	UGRD	1410	24572	106001	ExpLearnActOlderAdultsPrac 2	NURS	2034	Unknown	Satisfied	Enrolled		▼ Satisfied	Student Details

ew 100 | First 1-25 of 395 Last

Conditions Check **Student Details**

▼ Not Satisfied ▼ Student Details

▼ Not Satis **Conditions Check**

▼ Satisfied ▼ Student Details

Clicking on the Hyperlink will take you the SPS system to check the specific details of the outstanding conditions

Note: To be able to check conditions: you're role must have access to the Student Placement system

Not Satisfied – missing compulsory condition

Additional Conditions				
Program/Course	Currency of Condition	Condition Satisfied	Valid From	Expires
NURS2034: ELA Older Adults Practicum 2: Medicine Calculations	< 1 year	<input checked="" type="checkbox"/>	27/02/2014	27/02/2015
Cardiopulmonary Resuscitation: Annual Update	< 1 year	<input type="checkbox"/>	29/05/2013	29/05/2014
Senior First Aid Training	< 5 years	<input checked="" type="checkbox"/>	29/05/2013	29/05/2016
Organisation/Site	Currency of Condition	Condition Satisfied	Valid From	Expires
		<input type="checkbox"/>		

Satisfied - all compulsory conditions met

Additional Conditions				
Program/Course	Currency of Condition	Condition Satisfied	Valid From	Expires
NURS2034: ELA Older Adults Practicum 2: Medicine Calculations	< 1 year	<input checked="" type="checkbox"/>	28/07/2013	27/07/2014
Cardiopulmonary Resuscitation: Annual Update	< 1 year	<input checked="" type="checkbox"/>	08/04/2014	07/04/2015
Senior First Aid Training	< 5 years	<input checked="" type="checkbox"/>	12/06/2013	11/06/2016
Organisation/Site	Currency of Condition	Condition Satisfied	Valid From	Expires
Nursing & Midwifery Student Clinical Placement Orientation: Attachment 1 (SA Health sites)	N/A	<input type="checkbox"/>		

PERC DROP LETTER SIGNATURE SETUP

To accommodate individual school requirements in regards to email notification content, a configurable signature has been set up.

The school is determined by looking at the ORG code attached to each course that the student is being dropped from

STEP BY STEP

1. Click on the Drop Letter Signature in the PERC Navigation section
2. Choose your Academic ORG code
3. Add your School signature content
4. SAVE
5. To change signature use the Plus button, edit and save (notice the effective date will change)

Note: The main content of the letter will not change, only the signature at the bottom of the letter is configurable.

The screenshot displays the MEDICI percdemo on MD9TEST interface. The top navigation bar includes the UniSA logo and the text 'MEDICI percdemo on MD9TEST'. Below this, a breadcrumb trail shows 'Favorites | Main Menu > WorkCenters > School Staff Work Centre > Drop Letter Signatures'. The main content area is divided into two sections. On the left, under 'School Staff Work Centre', there are tabs for 'Timetablers', 'Overrides', 'PERC', and 'Secondary Assessment'. The 'PERC' tab is active, showing a list of 'PERC Navigations' with links: 'PERC Inquiry Page', 'Step 1 : Create PERC Group', 'Step 2: Attach Group to Course', 'Step 3: Check PERC Roster', 'Step 7: Check Communication', and 'Drop Letter Signatures' (highlighted with a red box). On the right, the 'PERC Drop Letter Signatures' section is visible. It includes a search bar with the text 'Enter any information you have and click Search. Leave fields blank for a list of all values'. Below the search bar are two buttons: 'Find an Existing Value' and 'Add a New Value'. A 'Search Criteria' section follows, with fields for 'Academic Institution:', 'Academic Organisation:', and 'Description:', each with a 'begins with' dropdown and a search icon. There are also checkboxes for 'Include History' and 'Case Sensitive'. At the bottom of the search criteria are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. At the very bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.

PERC Drop Letter Signatures

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

Find an Existing Value

Add a New Value

Search Criteria

Academic Institution: begins with UNISA

Academic Organisation: begins with NRC

Description: begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

Search Results

View All First 1 of 1 Last

Academic Institution	Academic Organisation	Description
UNISA	NRC	Sch Nursing & Midwifery

PERC Drop Letter Signature Setup

Academic Organisation: NRC School of Nursing and Midwifery

Drop Letter Signature

Find View All First 1 of 1 Last

Effective Date: 25/06/2014

Description: If you have any queries, please contact your School of Nursing and Midwifery Academic Support Officer for advice.

Save

Return to Search

Notify

Add

Update/Display

Include History

Correct History

COURSE AMENDMENT CHECK

Where a course has been amended via PCMS, a new row is created in Medici via the Course Catalog page.

The new page removes the PERC Requirement Group rendering the PERC process invalid.

The Course Amendment Check pagelet alerts staff that a new course amendment has been approved and entered into Medici.

STEP BY STEP

1. Open the course ID link
2. You will notice there is no Requirement Group
3. Check the course amendment for any changes to the Requirement Group, contact SAS to make the necessary changes in the Requirement Group page.
4. Click on the Correction Mode button
5. Reattach the Requirement group to the Course Catalogue
6. Click on the SAVE button
7. Once the Requirement group has been reattached the pagelet will refresh and the alert will be removed from the pagelet .

Course Amendment Check

Course ID	Subject	Catalogue	Effected Date
101145	NURS	2023	2014-06-12

Course Amendment Check

Course ID: 101145

Effective Date: 12/06/2014 Status: Active

Description: Health of Adults

Course Offering

*Course Offering Nbr: [] *Catalogue Nbr: 2023 NURS

*Academic Institution: UNISA University of South Australia

*Academic Group: NRC Sch Nursing & Midwifery

*Subject Area: NURS Nursing

*Academic Organisation: NRC Sch Nursing & Midwifery

*Academic Career: UGRD Undergraduate

Course Typically Offered: []

Tuition Group: []

Dynamic Class Date Rule: []

☐ Allow OEE Enrolment

*Course Approved: Approved

Allow Course to be Scheduled: ☒

Exam Only Course: ☐

☒ Catalogue Print

☒ Print Instructor in Schedule

☒ Schedule Print

☒ Schedule Term Roll

☐ Use Blind Grading

☐ GL Interface Required

☐ Split Ownership

Enrolment Requirement Group

Requirement Group: []

Long Description: []

Save Return to Search Notify Add Update/Display Include History **Correct History**

Catalog Data | Offerings | Components | GL Interface



Look Up Requirement Group

?

 Help

Academic Institution:

 UNISA

Academic Group:

 begins with

Subject Area:

 begins with

NURS

Catalogue Nbr:

 begins with

2023

Requirement Group:

 begins with

Description:

 begins with

Look Up

Clear

Cancel

[Basic Lookup](#)

Search Results

View 100

First

1 of 1

Last

Academic Group	Subject Area	Catalogue Nbr	Requirement Group	Description
NRC	NURS	2023	102023	NURS 2023 Pre Requisite

PERC COURSE MANAGEMENT PAGELET

The PERC course Management Pagelet allows staff to identify courses that have a PERC component in a specific study period

- Use the Search Criteria to identify the course you wish to view
- Click on the course to view a class list

PERC Course Management

PERC Course Management

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

Term: begins with

Subject Area: begins with

Catalogue Nbr: begins with

Search Clear Basic Search Save Search Criteria

Search Results

View All First ◀ 1-4 of 4 ▶ Last

Academic Institution	Term	Subject Area	Catalogue Nbr
UNISA	1410	NURS	2024
UNISA	1410	NURS	2034
UNISA	1410	NURS	3043
UNISA	1410	NURS	3044

A course list by class will now appear, this page allows you to see which classes have picked up students who are enrolled with a conditional enrolment, those who have a drop indicator and those who have an approved indicator

- Click on the “class number” link to view the class in detail

PERC Course Management

Term: 1410 Subject Area: NURS Catalogue Nbr: 2034

Class Number	Not Satisfied	Drop Indicator	Approved Indicator	Review Completed
54165				Yes
51674				
51168	1	1		Yes
50609	4	4		Yes
51709	2		2	Yes
50610				Yes
51169				
51710	3	2	1	Yes
51170	1	1		
51171	1	1		
54193	5	5		
50020	1	1		
53728				
50021	4	4		
51711	2	2		
50022	6	6		
50611	1	1		
50023	3	3		

Set Filter Options

Enrollment Status:

Display ☒ Enrolled (18)

☐ Waitlisted (0)

☒ Dropped (0)

filter

Most Recent Requirement Status:

Display students in non-compliance

☒ Not Satisfied (2)

☒ Conditionally Satisfied (0)

Display other students

☐ Enrollment Component (0)

☒ Overridden (0)

☐ Permitted (0)

☐ Satisfied (16)

☒ Credit Override (0)

☒ Unknown (0)

Enrolled Students

Personalize | Find |  

First 1-2 of 2 Last

Requirement Data

Audit / Information Links



Select	ID	Name	Drop / Approved Indicator	Enrollment Req Status	Post Enroll Req Status	Status
<input type="checkbox"/>	110124933	Jindal,Raini	Drop Request	Credit Override	Not Satisfied	Enrolled
<input type="checkbox"/>	110106346	LV,YanLu	Approved	Credit Override	Not Satisfied	Enrolled

Select All

Clear All

Go to top

CREDIT OVERRIDE PAGELET

Students who have declared they have submitted a credit application that has yet to be processed will appear in a new pagelet called "Student Credit Overrides"

The pagelet will be displayed on the 3 tab (PERC processes) in the new School Staff Work Centre

Note: Campus Central staff are responsible for adding all credit to Medici.

Campus Central will send out a reminder notice one week prior to census date for all the outstanding credit overrides.

Campus Central and School Staff will have access to the same Student Credit override pagelet, this will allow Campus Central staff to process the credit from the pagelet, as a matter of urgency, and allow the school to track the progress of the credit applications.

Clicking on the Class Nbr hyperlink takes the staff member to the Enrolment Requirement Roster (Summary) page.

Clicking on the student ID number hyperlink takes the staff member to the credit manual processing page.

Student Credit Overrides

ID	Name	Career	Term	Class Nbr	Status
110012255	Eve Robertson	UGRD	1410	22795	Credit Override
110021603	Hannah Abdelale	UGRD	1410	24552	Credit Override

Existing Credit - If the student has received previous credit the hyperlink will open to the main Transfer Course Entry page

New Credit - The credit page will open to the search box, the ID will transfer across, you will need to copy the ID and click onto the Add a New Value tab.

Clicking on the Class Nbr hyperlink takes the staff member to the Enrolment Requirement Roster (Summary) page.

The Enrollment Requirement Roster (Summary) page, will display all students who have submitted a credit declaration, you will be able to identify this students by the Enrollment Req Status of "Student Overridden"

Enrollment Requirements:
NURS 3046 Pre Requisite

Go To [Run Post Enrollment Requirement Checking](#) [Process Drops for Non-Compliance](#)

Enrolment Capacity 25 ☐ Review Complete for Batch Drop Processing

Select Display Option: ☒ Summary View ☐ Detail View

▼ Set Filter Options

Enrollment Status:
Display ☒ Enrolled (1) ☐ Waitlisted (0) ☒ Dropped (0) [filter](#)

Most Recent Requirement Status:
Display students in non-compliance ☒ Not Satisfied (0) ☒ Conditionally Satisfied (0)
Display other students ☐ Enrollment Component (0) ☒ Overridden (0)
☐ Permitted (0) ☒ Satisfied (0) ☒ Credit Override (1) ☒ Unknown (0)

Enrolled Students Personalize | Find | First 1 of 1 Last

Select	ID	Name	Enrollment Req Status	Status
<input type="checkbox"/>	110040175	McMahon, Kate Louise	Credit Override	Enrolled

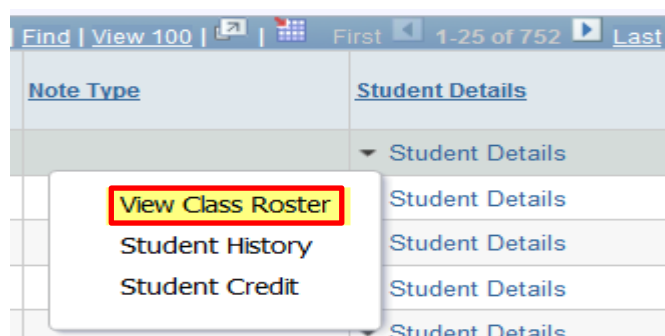
AUDIT/INFORMATION LINKS

To check the Audit information, from the PERC inquiry page you can check the following

- Audit trail
- Course History
- Statistics
- Note History

From the PERC inquiry page

1. Click on the student details the hyperlink
2. Click on the View Class Roster heading
3. Click one of the Audit Information Tab
4. Locate the required student
5. Click onto the Tracking hyperlink



Enrolled Students				Personalize Find		First 1-21 of 21 Last	
Requirement Data		Audit / Information Links					
	Select	ID	Name	Drop / Approved Indicator	Tracking	Course History	Statistics
1	<input type="checkbox"/>	110116405	Argani,Sheida		Tracking	Course History	Statistics
2	<input type="checkbox"/>	110134273	Arriola,John Albert Ladera		Tracking	Course History	Statistics
3	<input type="checkbox"/>	110115935	Blight,Chloe Alexis		Tracking	Course History	Statistics
4	<input type="checkbox"/>	110093654	Cirelli,Hannah		Tracking	Course History	Statistics
5	<input type="checkbox"/>	110116637	Cremasco,Nicole		Tracking	Course History	Statistics
6	<input type="checkbox"/>	110121818	Czerneckyj,Peter Tobias		Tracking	Course History	Statistics
7	<input type="checkbox"/>	110118108	Everett,Madeleine Lucy Joy	Drop Request	Tracking	Course History	Statistics

The Audit Trail

Displays a history of interactions with the system by dat and User ID

Enrollment Requirement Roster

Tracking of Key Transactions & User Notes

ID: 110118108 Everett,Madeleine Lucy Joy

Transaction History

Transaction	Transaction Status	Source / Type	User ID	ID & Name	Last Update DateTime
Communication	Completed	PERC Drop Letter		HRM128963 Imgraben,James Peter	26/06/14
Dropped		Req Chk Drop Online	browna	HRM106360 Brown,Alison Denise	24/06/14 12:00:39PM
Drop Requested		PERC Batch	browna	HRM106360 Brown,Alison Denise	24/06/14 9:47:26AM
Last Post Req Check	Not Satisfied	Post Enrl Req Chk Batch	browna	HRM106360 Brown,Alison Denise	24/06/14 8:55:38AM
Enrollment	Unknown	Enrolment Request	browna		03/11/13 11:07:42PM

Notes

*Note Type

Notes

User ID browna

Empl ID HRM106360

Name Brown,Alison Denise

DateTime

OK Cancel

Course History

Shows a list of all courses by student ID that have been taken under their current program

Esther Addai-Mensah

ID: 110039666



My Course History

Select Display Option

☒ Hide courses from My Planner

☐ Show courses from My Planner

Sort results by

Then by

sort

<input checked="" type="checkbox"/> Taken <input checked="" type="checkbox"/> Transferred <input checked="" type="checkbox"/> In Progress					
Course	Description	Term	Grade	Units	Status
BIOL 1047	Human Body 1	Study Period 5 - 2010	T	4.50	<input checked="" type="checkbox"/>
BIOL 1048	Human Body 2	Study Period 5 - 2010	T	4.50	<input checked="" type="checkbox"/>
BIOL 2054	Scientific Basis of Clin Pr 1	Study Period 2 - 2011	F1	4.50	<input checked="" type="checkbox"/>
BIOL 2054	Scientific Basis of Clin Pr 1	Study Period 7 - 2011/2012	F1	4.50	<input checked="" type="checkbox"/>
BIOL 2055	Scientific Basis of Clin Pr 2	Study Period 5 - 2010	F1	4.50	<input checked="" type="checkbox"/>
BIOL 2055	Scientific Basis of Clin Pr 2	Study Period 5 - 2011	F1	4.50	<input checked="" type="checkbox"/>
BIOL 2058	ScientificBasisClinicalPract	Study Period 2 - 2012	P2	4.50	<input checked="" type="checkbox"/>
NURS 1033	Being a Health Professional	Study Period 5 - 2010	T	9.00	<input checked="" type="checkbox"/>
NURS 1034	Lifespan Development	Study Period 5 - 2010	T	4.50	<input checked="" type="checkbox"/>
NURS 1035	Determining Australia's Hlth	Study Period 5 - 2010	T	9.00	<input checked="" type="checkbox"/>
NURS 1036	Cultural Perspectives on Hlth	Study Period 5 - 2010	T	4.50	<input checked="" type="checkbox"/>
NURS 1044	Professional Practice N	Study Period 2 - 2010	P2	4.50	<input checked="" type="checkbox"/>
NURS 2022	Health of Infants, Child, YP	Study Period 7 - 2010/2011	F2	4.50	<input checked="" type="checkbox"/>
NURS 2022	Health of Infants, Child, YP	Study Period 5 - 2012	P2	4.50	<input checked="" type="checkbox"/>
NURS 2023	Health of Adults	Study Period 5 - 2012	P2	9.00	<input checked="" type="checkbox"/>
NURS 2024	Health of Older Adults	Study Period 2 - 2012	P1	9.00	<input checked="" type="checkbox"/>
NURS 2033	ExpLearnAct:AcuteCarePrac3	Study Period 1 - 2013		4.50	<input checked="" type="checkbox"/>
NURS 3041	Becoming a Registered Nurse	Study Period 5 - 2013		4.50	<input checked="" type="checkbox"/>
NURS 3042	ExpLearnAct:ExtensiontoPrac4	Study Period 2 - 2013		9.00	<input checked="" type="checkbox"/>

Course Statistics

- Shows the “Student Special GPA”
- This is the GPA that shows in the student portal and calculates all courses attempted under the students current program

Statistics

Study Period 7 - 2013/2014	Combined Term Total		Cumulative Total
Units Toward GPA:			
Taken			58.500
Passed			31.500
In Progress			36.000
Units Not for GPA:			
Taken			
Passed			
In Progress			
Transfer Units			36.000
GPA Calculation			
Total Grade Points			166.500
/ Units Taken Toward GPA			58.500
= GPA			2.846

[Term History](#)

PRE- REQUISITE WAIVER PROCESS

Option 1: (individual student request)

- Student applies to PD to have their Pre-Requisite waived (via hard copy [override form](#))
OR
- School staff prepare an “individual study plan”
 - Program Director authorises request
 - Request is sent to Campus Central for processing
 - Campus Central staff override the Permission via the Enrolment request page
 - Student is notified of their enrolment.

Option 2: (international, midyear intake, bulk requests)

- School staff prepare an “individual study plan” and authorise a Pre – Requisite waiver
- Once the student has chosen their desired classes, the students will need to fill out a hard copy [override form](#) and attach a copy of their approved study plan
- Campus Central staff process the override
- Student is notified of their enrolment

If Class is known: (external classes, or where only one class is offered)

- School staff upload student/s via the new override page (***NOTE:** this can only be done at the class level)
- Student is sent an automatic email to enrol
- Student enrolls seamlessly

GLOSSARY

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