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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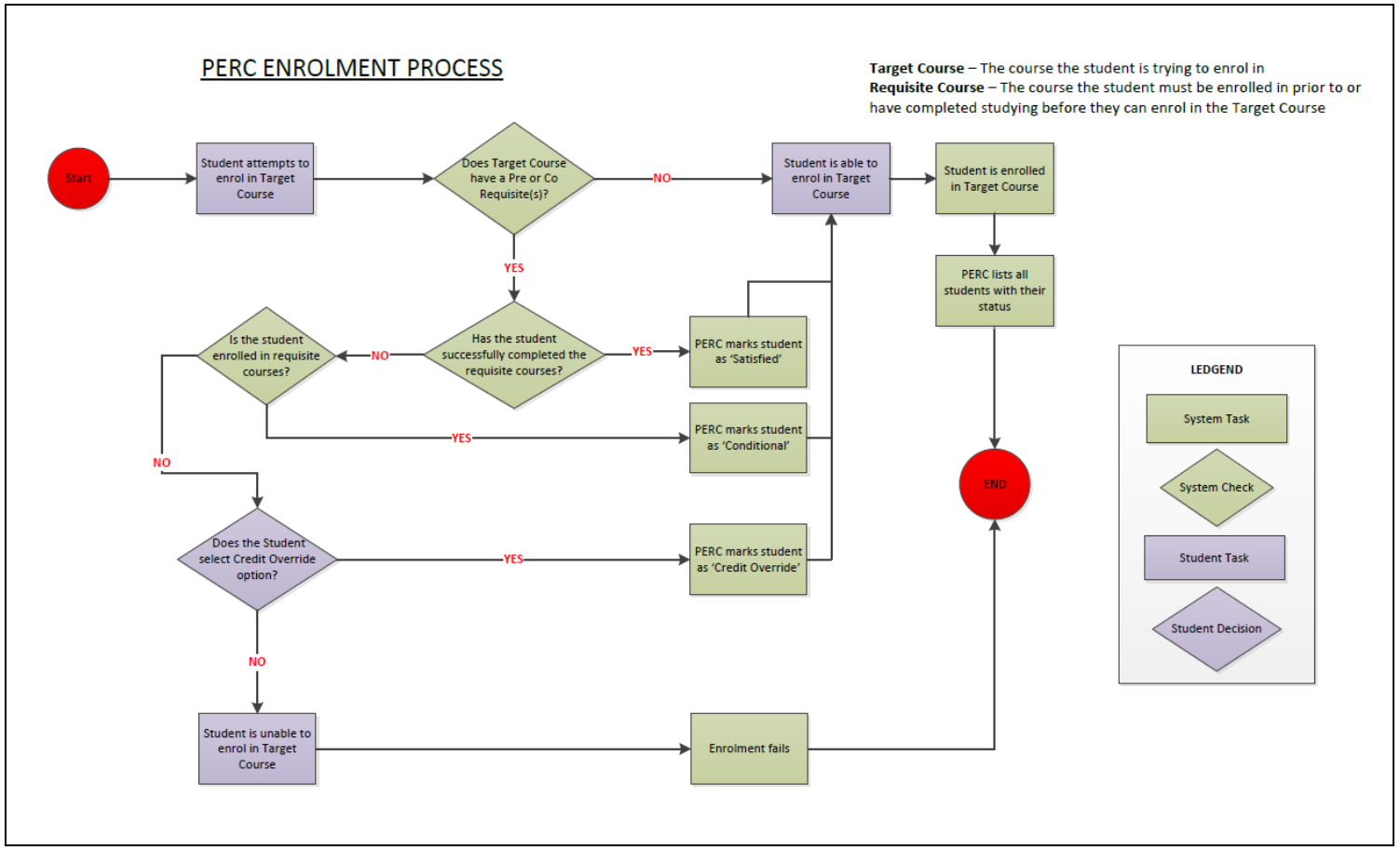
PERC ENROLMENT FLOWCHART



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WHAT DOES IT ALL MEAN?

Enrolment requirement Status Column *(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	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 **NOTE- we know students don't read and they are ticking this declaration just to get into the course, if the student then enrols into all the correct courses (just out of sequence) the system will update their Post Enrollment status to reflect a new status.	**STEP 1:** Check the Post Enrolment status ○ 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) **STEP 2:** Check if Campus Central has received a Credit application ○ 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
Post Enrolment Status column *(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

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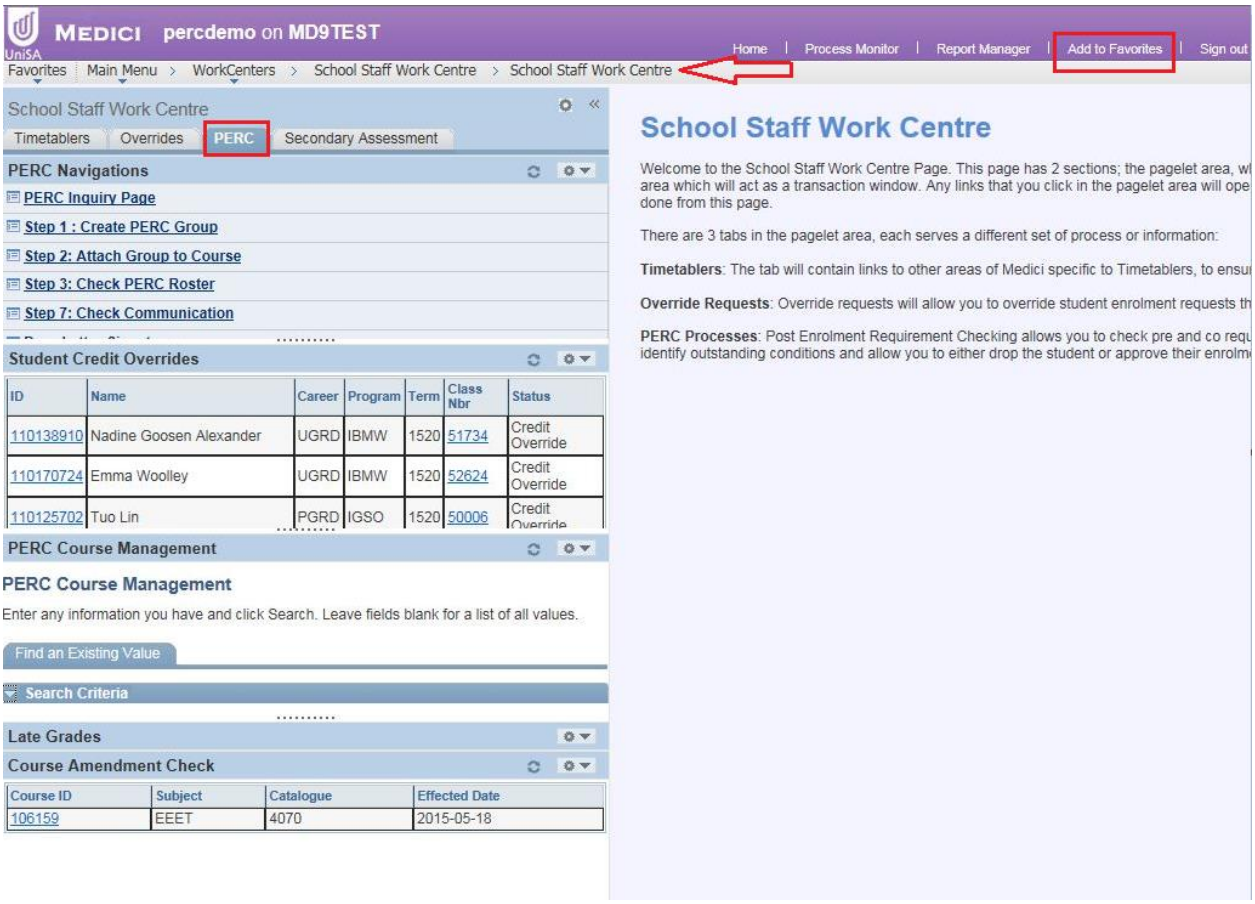
SCHOOL STAFF WORKCENTRE

Step 1: How to access PERC in Medici

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

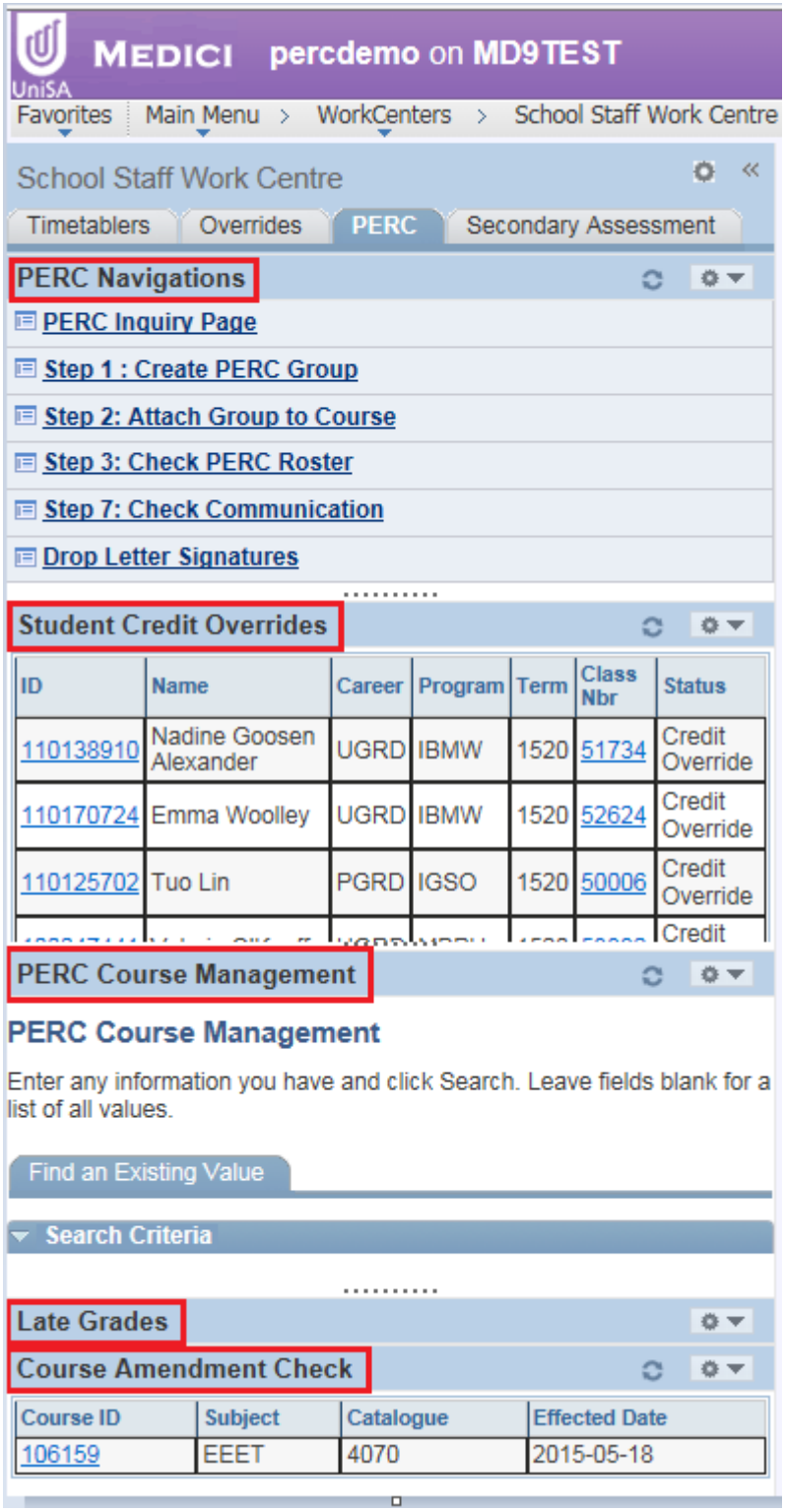
- The Work Centre is located via the Main Menu > Workcenters > School Staff Work Centre
- You can save this page in your favourites using the 'Add to Favourites' link in the top right hand corner
- Select the PERC tab



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



Step 3: Using the PERC Inquiry Page

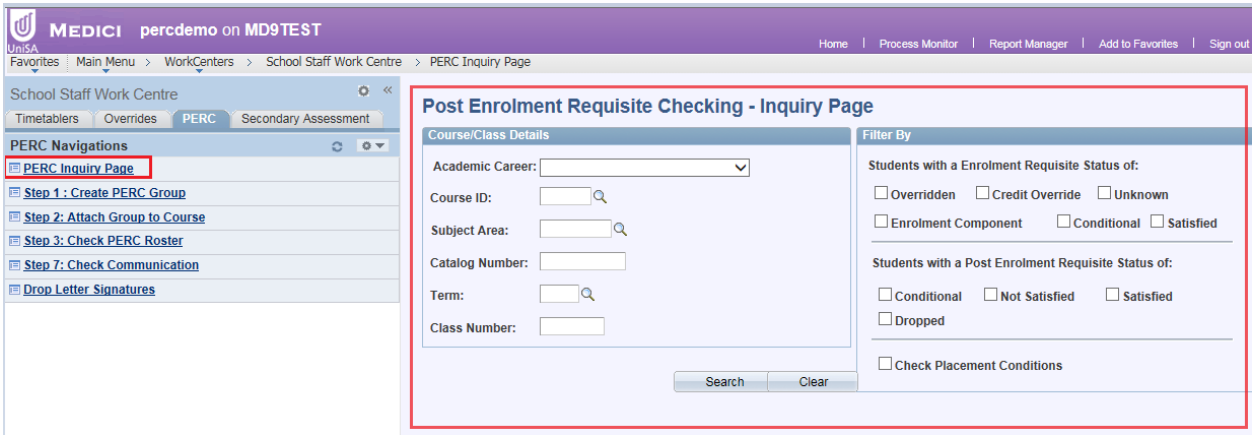
The PERC Inquiry Page is used to do all your searches and PERC tasks and processing

Navigation:

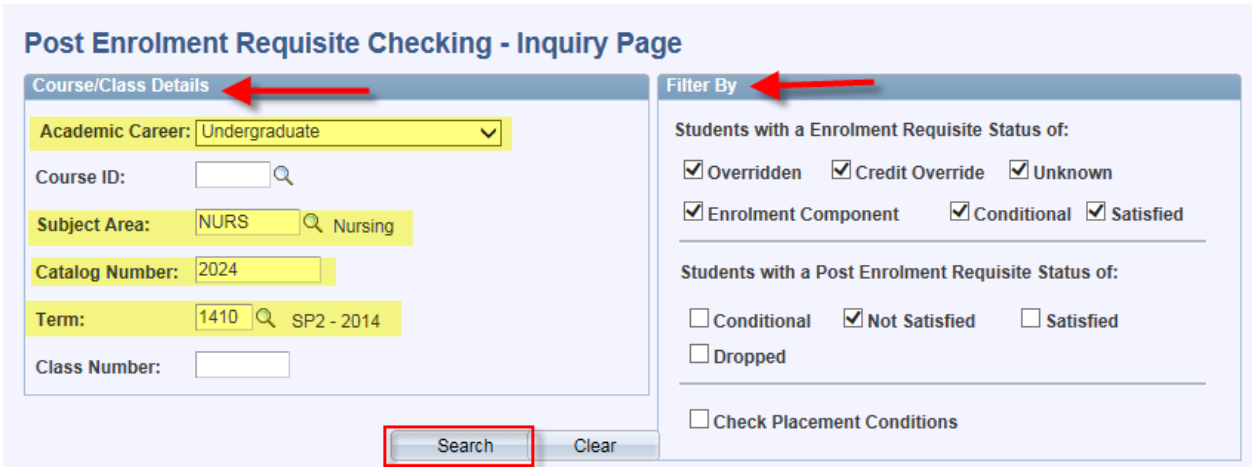
Main Menu > Workcentres > School Staff Work Centre > Perc Inquiry Page

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



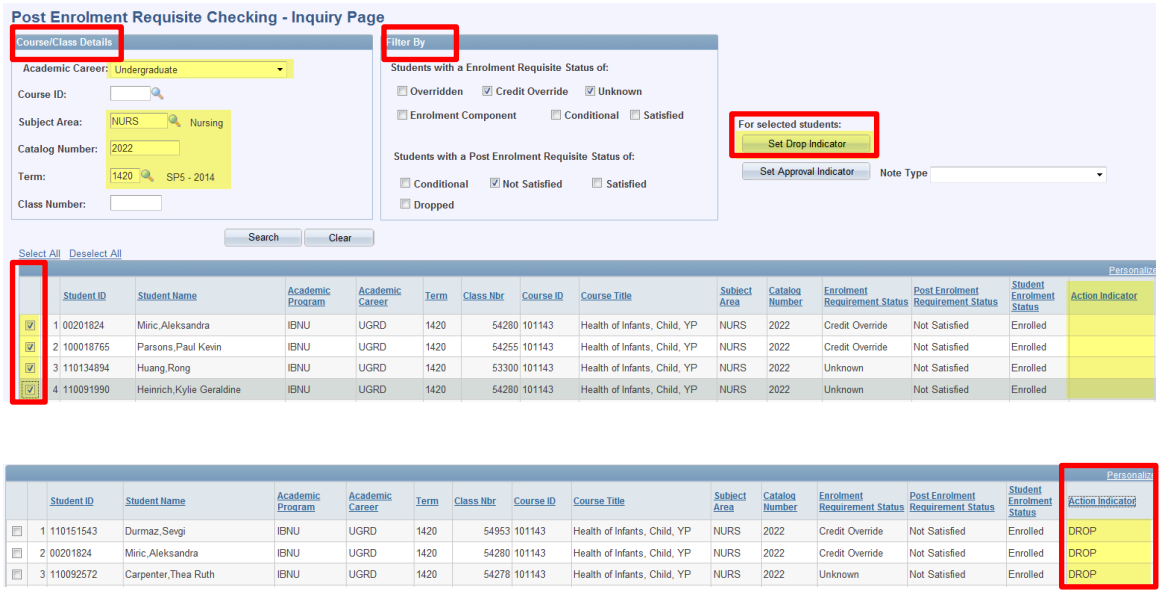
- To sort by coloumn, select the heading rows in the blue ribbon at the top of the pagelet

	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
1	110148324	Milic,Dragana	IBNU	UGRD	1410	24471	101146	Health of Older Adults	NURS	2024	Credit Override	Not Satisfied	Enrolled
2	110148307	Holmes,Melanie Michelle	IBNU	UGRD	1410	24460	101146	Health of Older Adults	NURS	2024	Credit Override	Not Satisfied	Enrolled
3	110144552	Carr,Belinda Louise	IBNU	UGRD	1410	24470	101146	Health of Older Adults	NURS	2024	Credit Override	Not Satisfied	Enrolled
4	110144500	Coombs,Ashlee Louise	IBNU	UGRD	1410	24464	101146	Health of Older Adults	NURS	2024	Credit Override	Not Satisfied	Enrolled
5	110144388	Wilson,Susan Irene	IBNU	UGRD	1410	24460	101146	Health of Older Adults	NURS	2024	Credit Override	Not Satisfied	Enrolled
6	110144006	Khan,Sherrelle Amy	IBNU	UGRD	1410	21592	101146	Health of Older Adults	NURS	2024	Credit Override	Not Satisfied	Enrolled
7	110143751	Stocker,Crystal Lee	IBNU	UGRD	1410	21595	101146	Health of Older Adults	NURS	2024	Credit Override	Not Satisfied	Enrolled
8	110143629	Furnell,Sarah Diane	IBNU	UGRD	1410	24460	101146	Health of Older Adults	NURS	2024	Credit Override	Not Satisfied	Enrolled
9	110143382	James,Kristy Jo	IBNU	UGRD	1410	24461	101146	Health of Older Adults	NURS	2024	Credit Override	Not Satisfied	Enrolled
10	110139923	FENG,Lijuan	IESPU	UGRD	1410	21589	101146	Health of Older Adults	NURS	2024	Overriden	Not Satisfied	Enrolled
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;

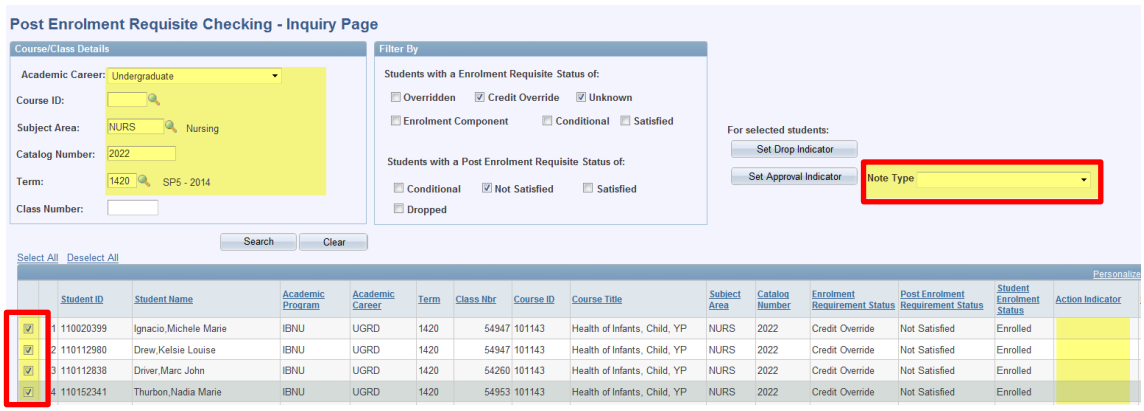
1. Enter the details of the course you are reviewing in the 'Course/Class Details' section;
2. You must enter the 4 hightlighted fields: Academic Career, Subject Area, catalog Number and Term
3. In the 'Filter By' section, click the NOT SATISFIED box to identify students who have not met the Requisite 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.

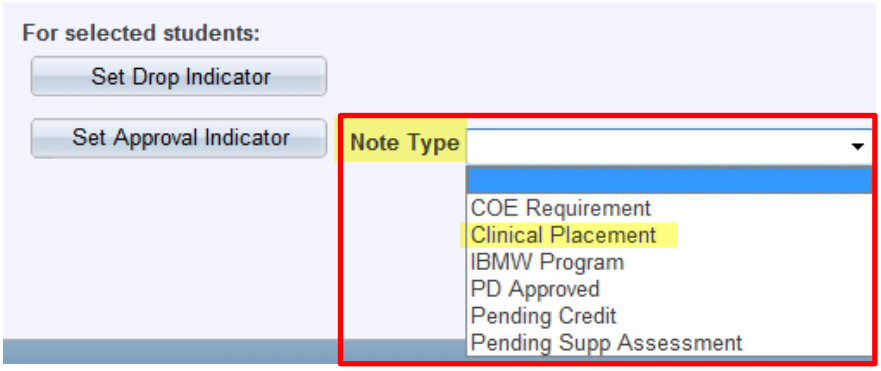


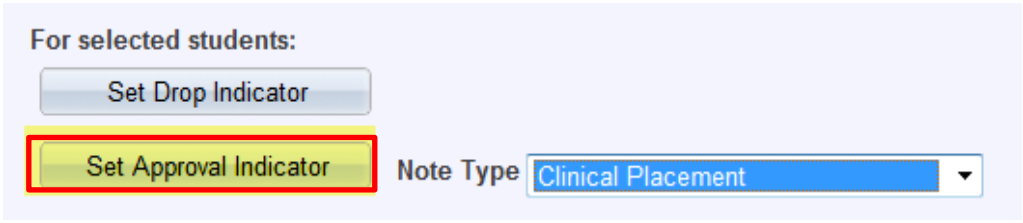
Step 5: Setting an Approval Indicator

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





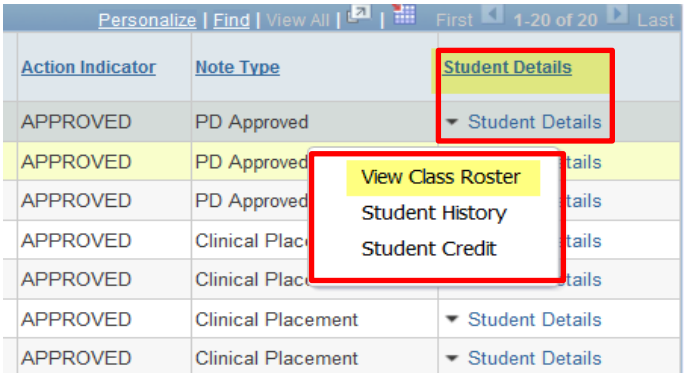


Student ID	Student Name	Academic Program	Academic Career	Term	Class Nbr	Course ID	Course Title	Subject Area	Catalog Number	Enrolment Requirement Status	Post Enrolment Requirement Status	Student Enrolment Status	Action Indicator	Note Type
110116325	Nayda,Megan	IBNU	UGRD	1420	54255	101143	Health of Infants, Child, YP	NURS	2022	Unknown	Not Satisfied	Enrolled	APPROVED	PD Approved
110115694	Kafkakis,Panagiota	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	Driver,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

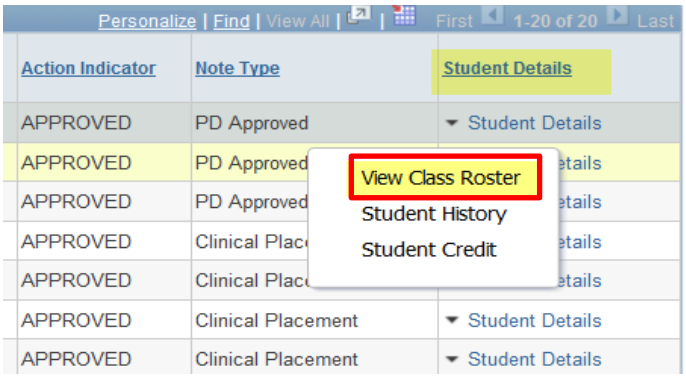
- View Class Roster – Displays all the student enroled in that course per class
- Student History – Displays all the courses the student has attempted at Unisa including ongoing ones
- Student Credit

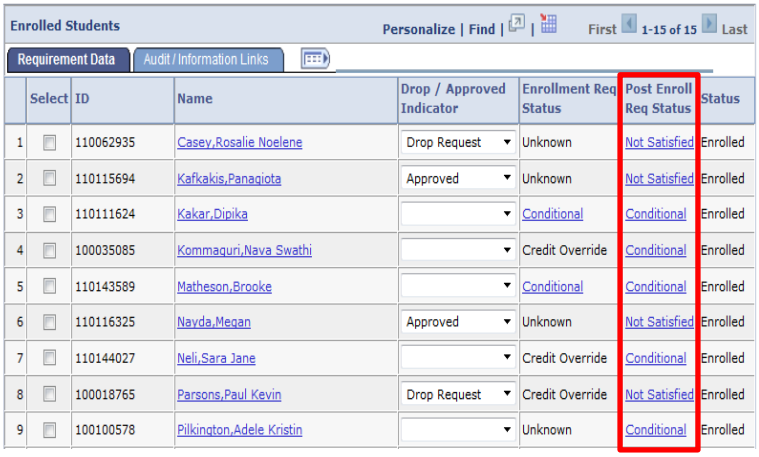


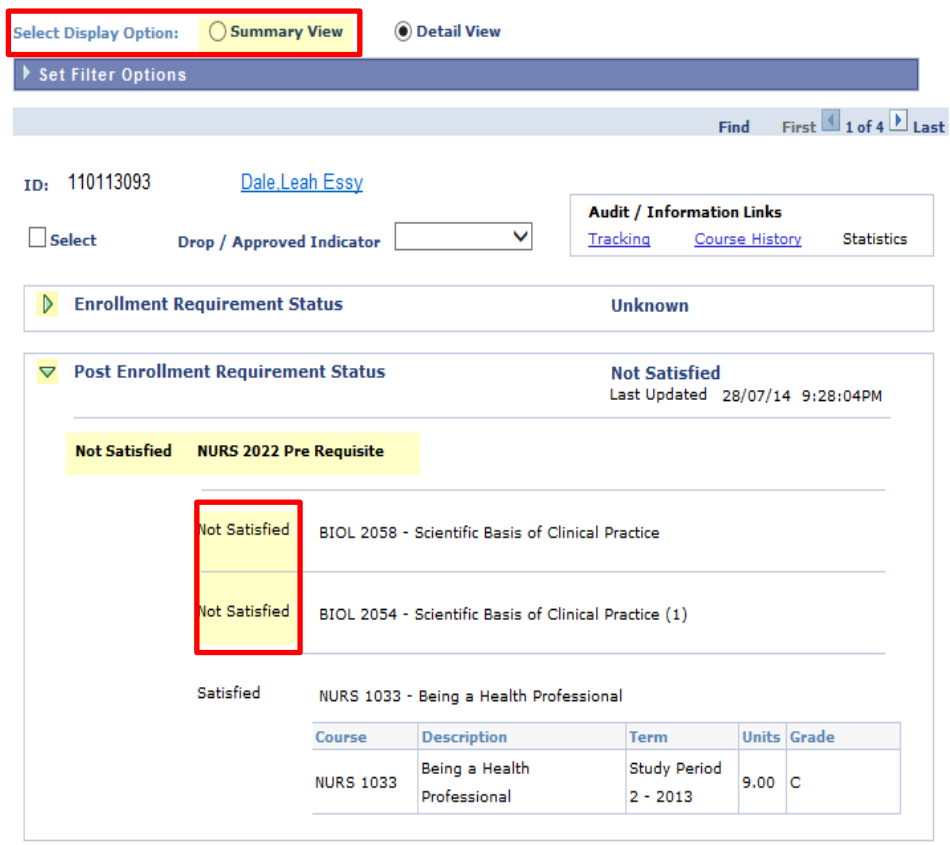
View Class Roster

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

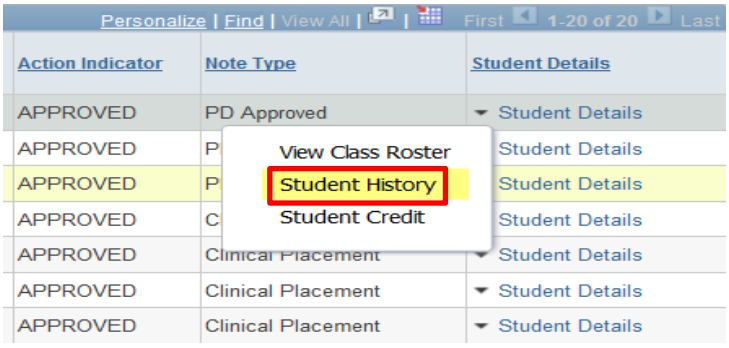






Student History Link

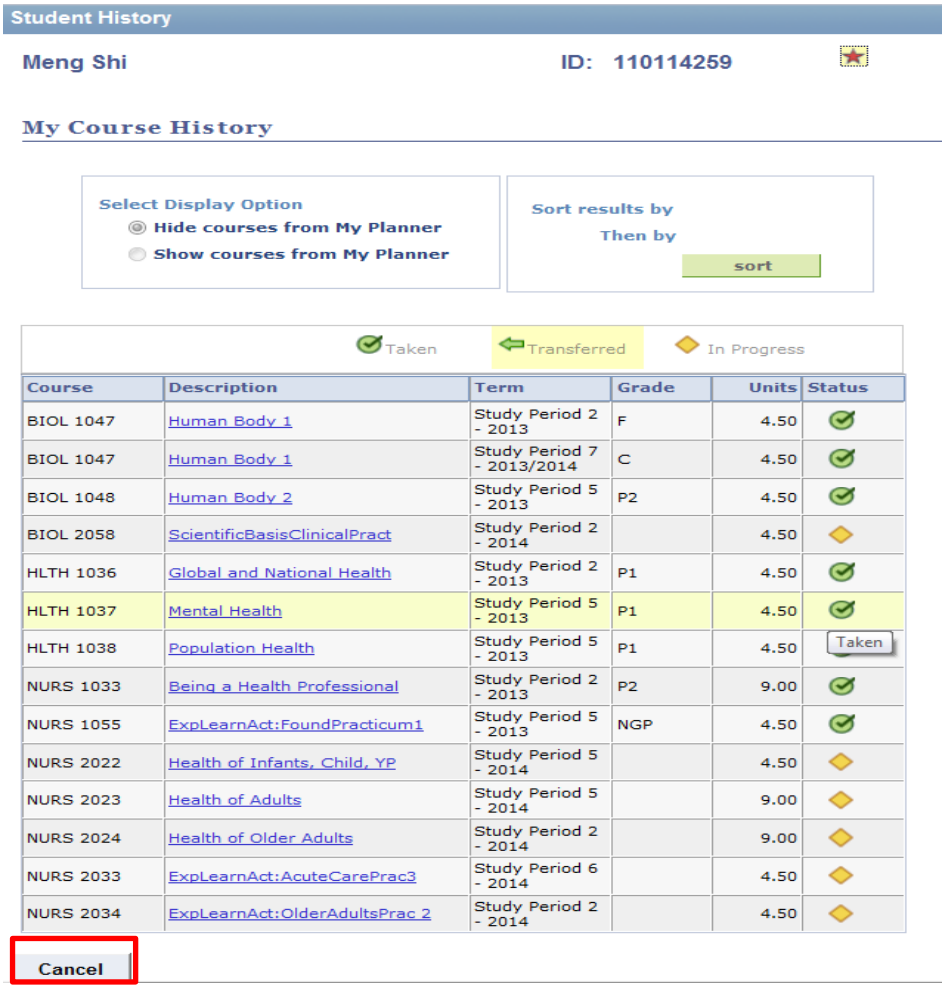
Click on the Student History link to review all the courses that a student has attempted, within their current program



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.

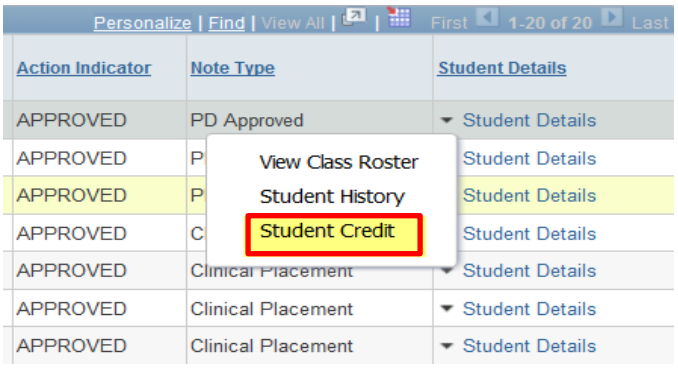
Click Cancel to return to the class page

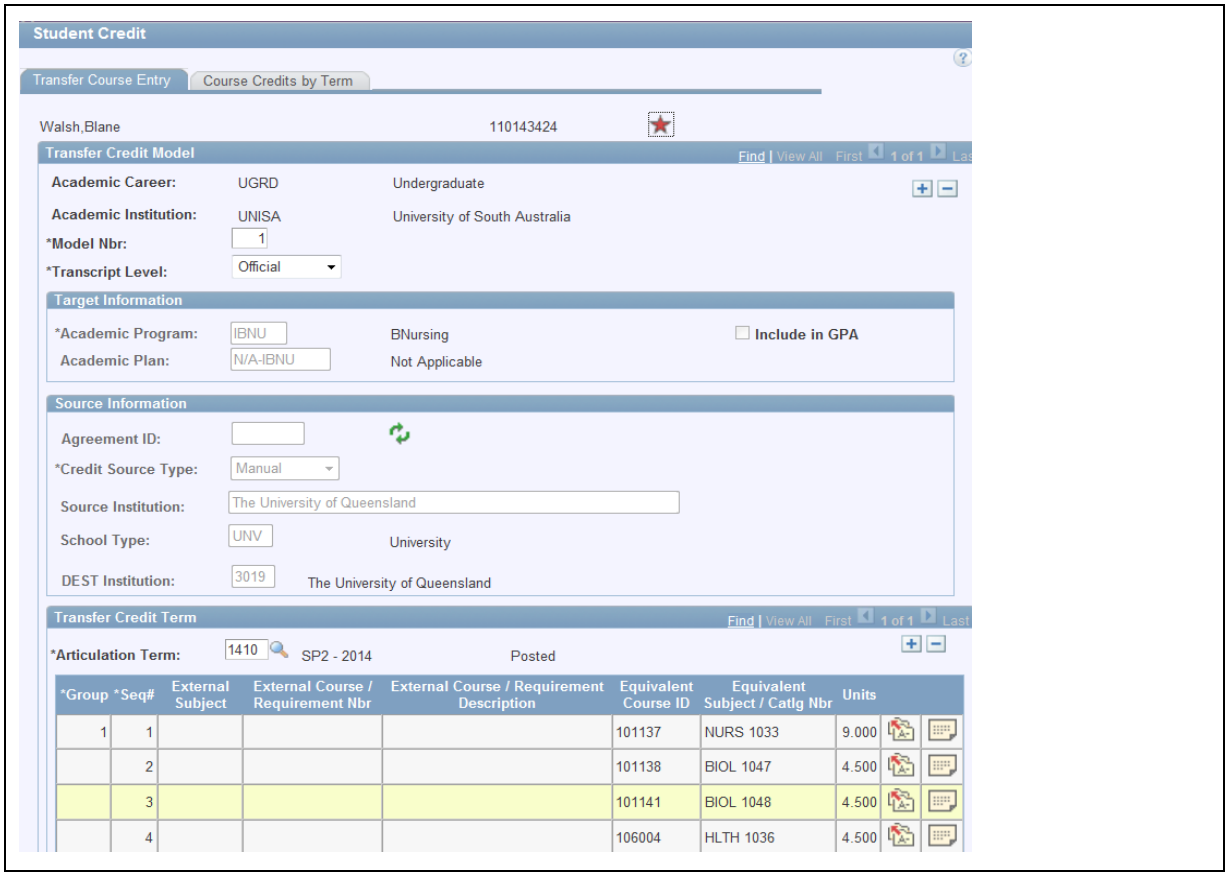


Student Credit Link

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




Student Credit
Transfer Course Entry
Course Credits by Term
Walsh,Blane
110143424
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

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.

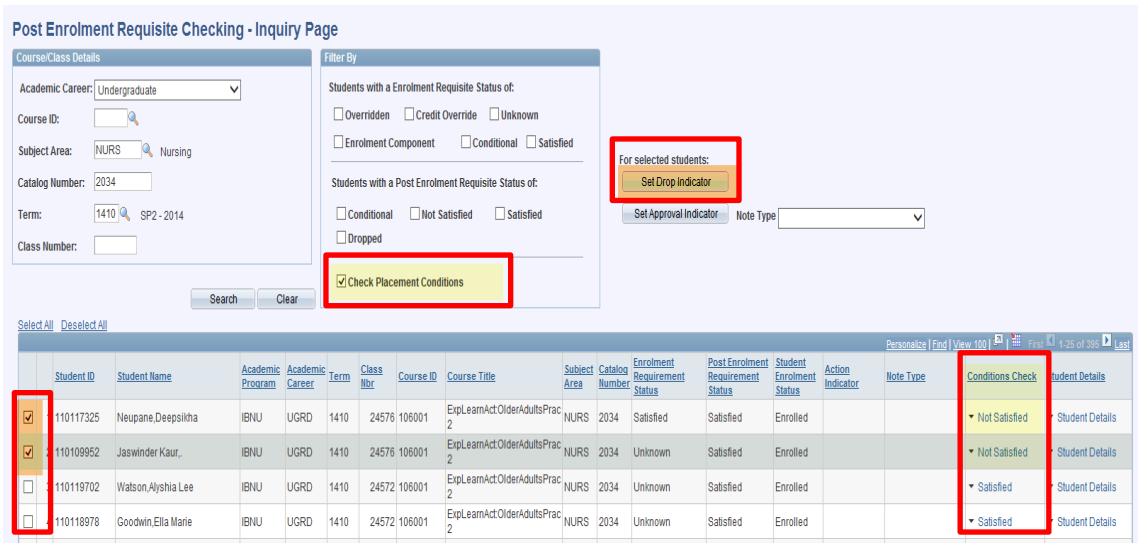
Staff will be able to tick those students with a "not satisfied" status and set the Action Indicator to DROP , an overnight batch process will pick up the students and drop them from the course. An automatic email notification will also be sent to the students.

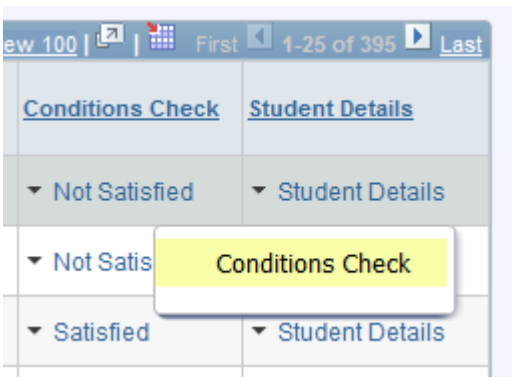
This action will only be valid prior to census date

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

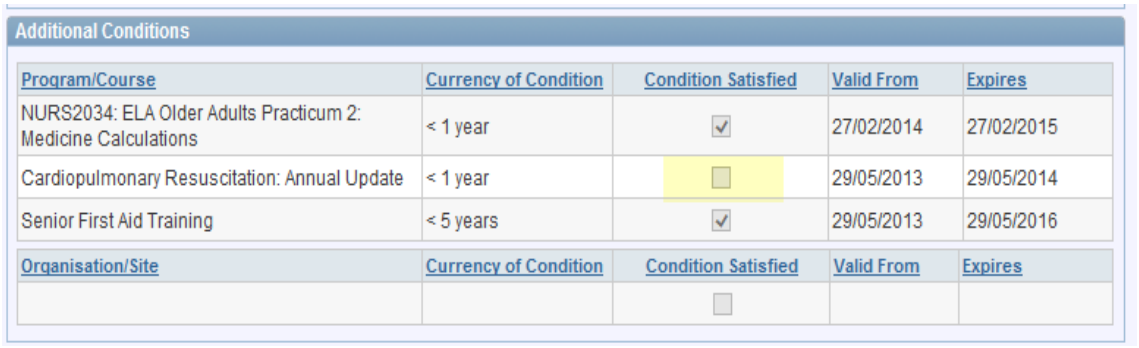




Clicking on the Hyperlink will take you the SPS system to check the specific details of the outstanding conditions

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

Not Satisfied – missing compulsory condition

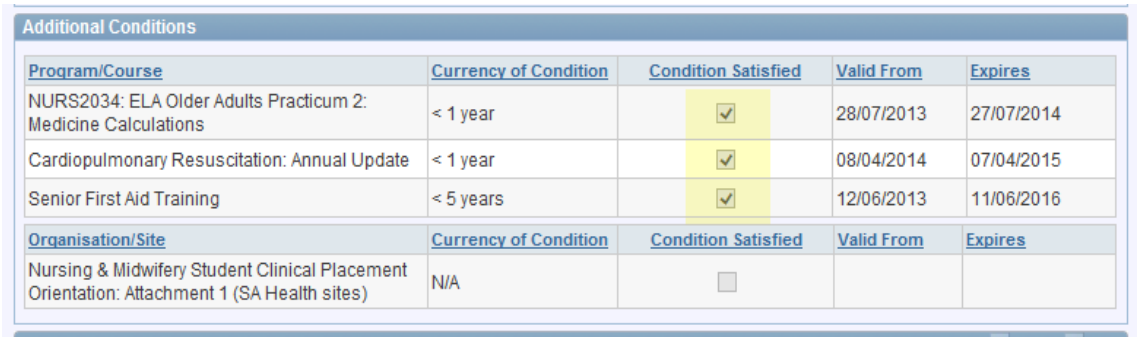


Additional Conditions

Program/Course	Currency of Condition	Condition Satisfied	Valid From	Expires
NURS2034: ELA Older Adults Practicum 2: Medicine Calculations	< 1 year	☑	27/02/2014	27/02/2015
Cardiopulmonary Resuscitation: Annual Update	< 1 year	☐	29/05/2013	29/05/2014
Senior First Aid Training	< 5 years	☑	29/05/2013	29/05/2016

Organisation/Site	Currency of Condition	Condition Satisfied	Valid From	Expires
		☐		

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	☑	28/07/2013	27/07/2014
Cardiopulmonary Resuscitation: Annual Update	< 1 year	☑	08/04/2014	07/04/2015
Senior First Aid Training	< 5 years	☑	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	☐		

PERC DROP LETTER SIGNATURE SETUP

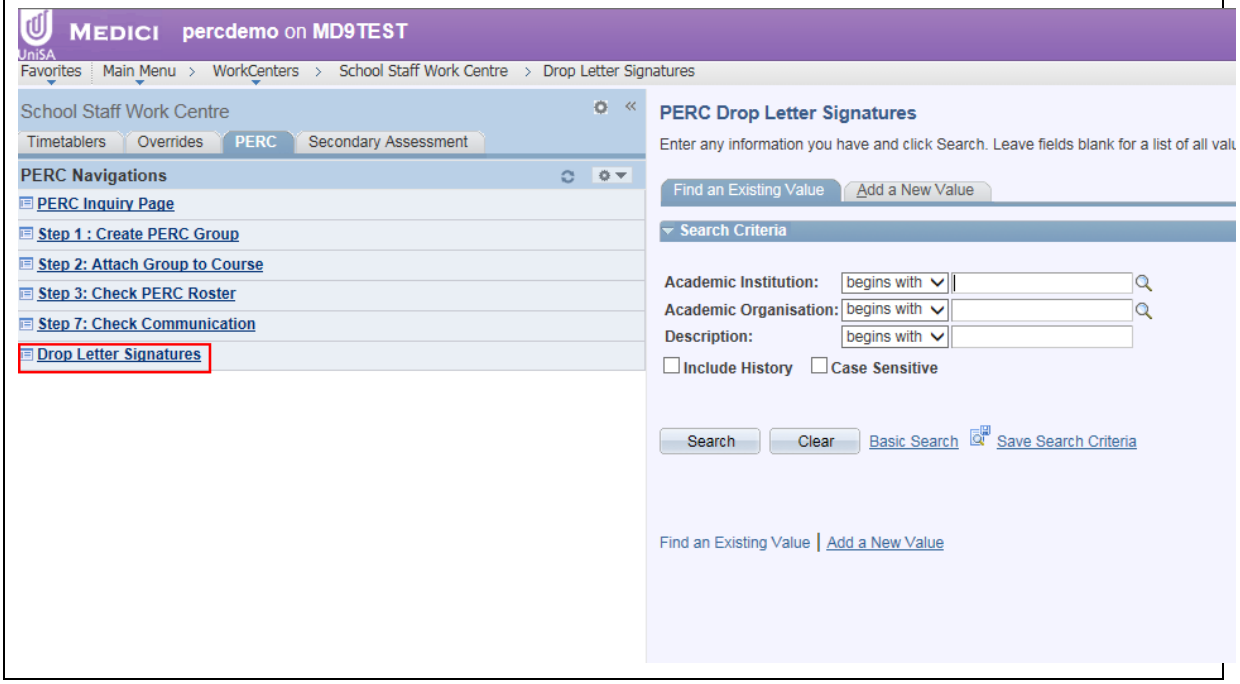
To accommodate individual school requirements in regards to email notification content, a configurable signature has been set up.

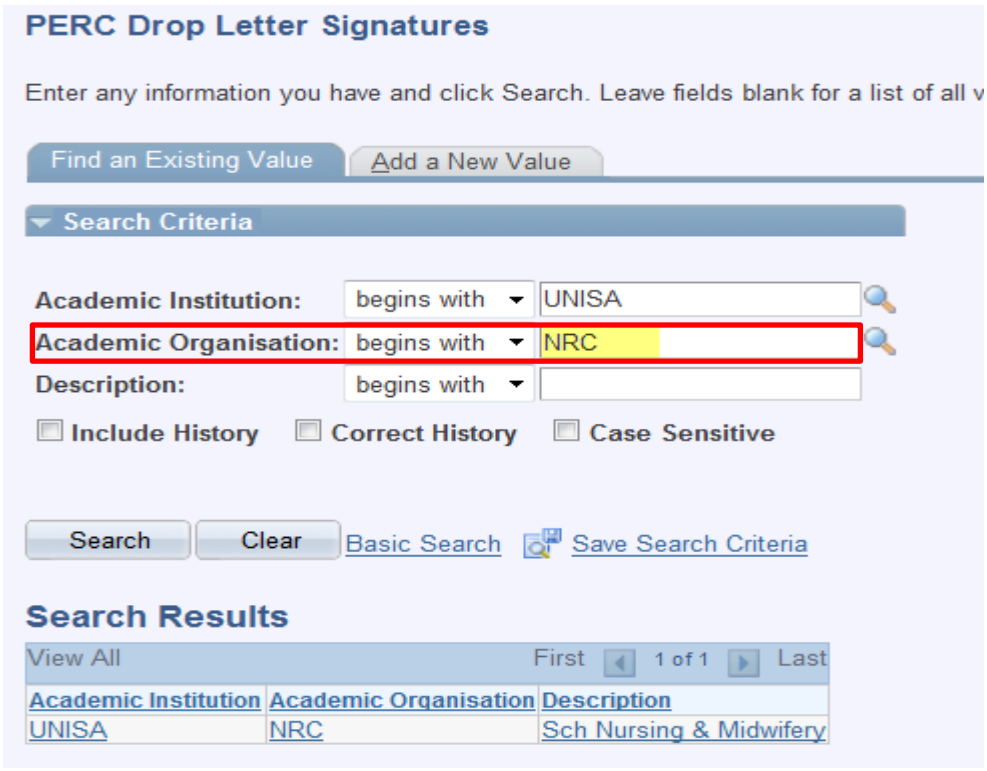
The school is determined by looking at the ORG code attached to each course that the student is being dropped from

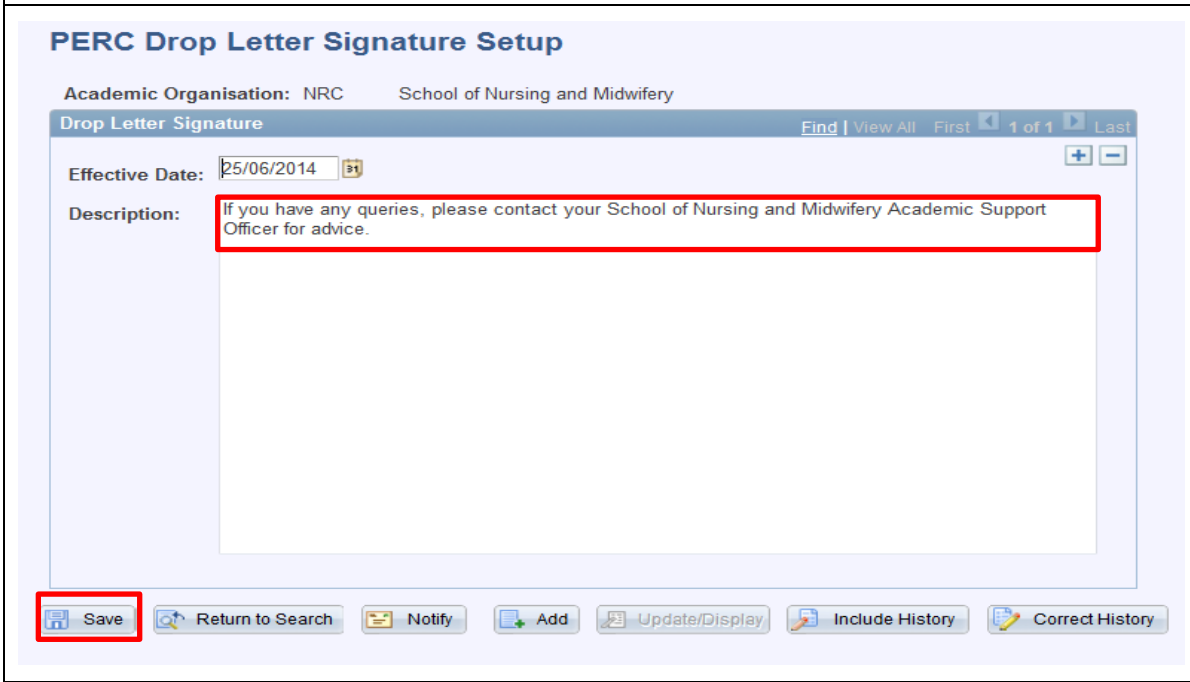
STEP BY STEP

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.




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

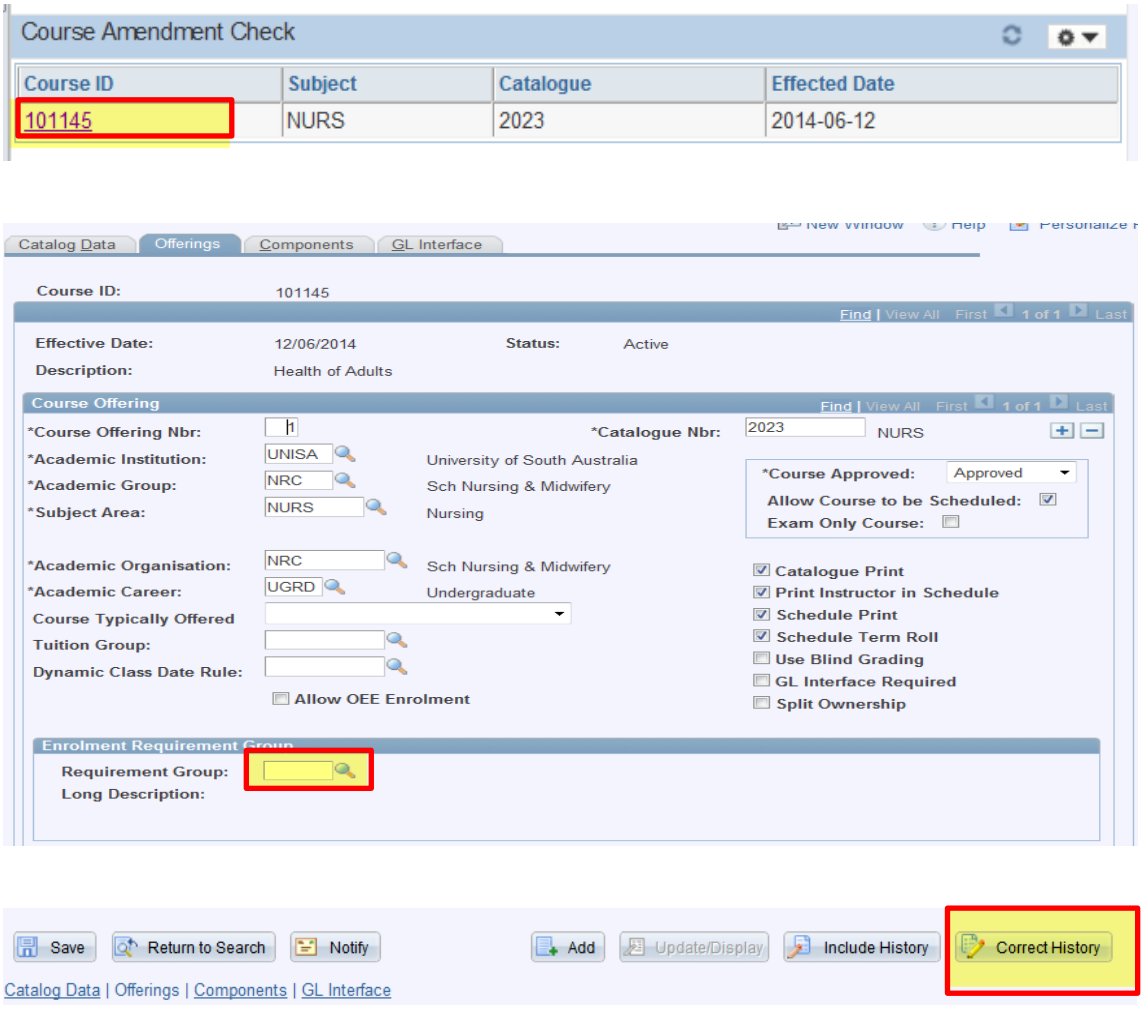
Where a course has been amended via PCMS, a new row is created in Medici via the Course Catalog page.

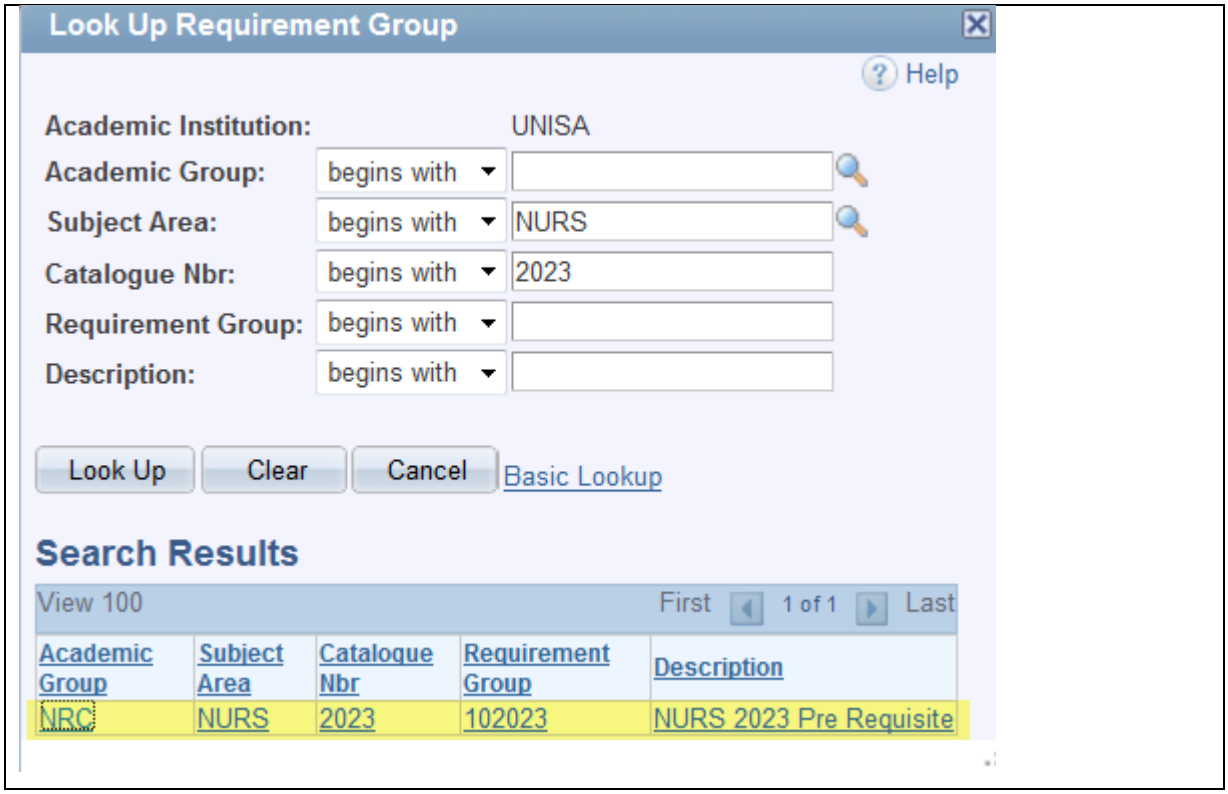
The new page removes the PERC Requirement Group rendering the PERC process invalid.

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 .

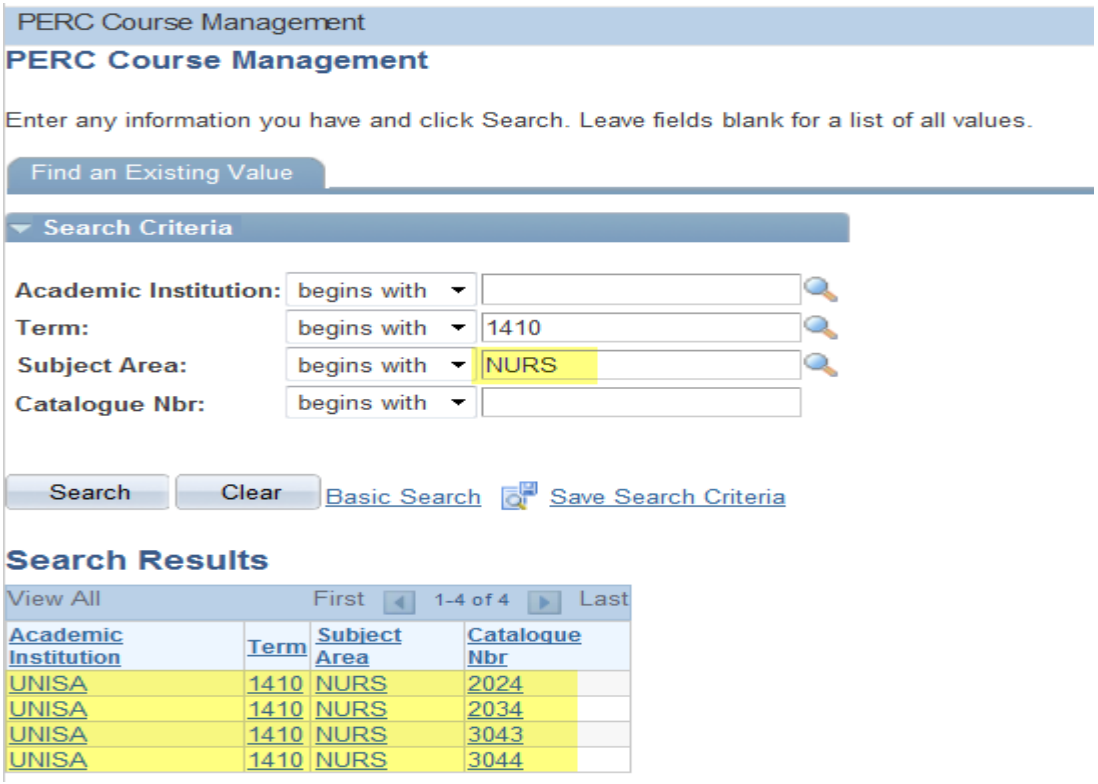



Look Up Requirement Group
Help
Academic Institution: UNISA
Academic Group: begins with
Subject Area: begins with NURS
Catalogue Nbr: begins with 2023
Requirement Group: begins with
Description: begins with
Look Up
Clear
Cancel
Basic Lookup
Search Results
View 100
First 1 of 1 Last
Academic Group
Subject Area
Catalogue Nbr
Requirement Group
Description
NRC
NURS
2023
102023
NURS 2023 Pre Requisite

PERC COURSE MANAGEMENT PAGELET

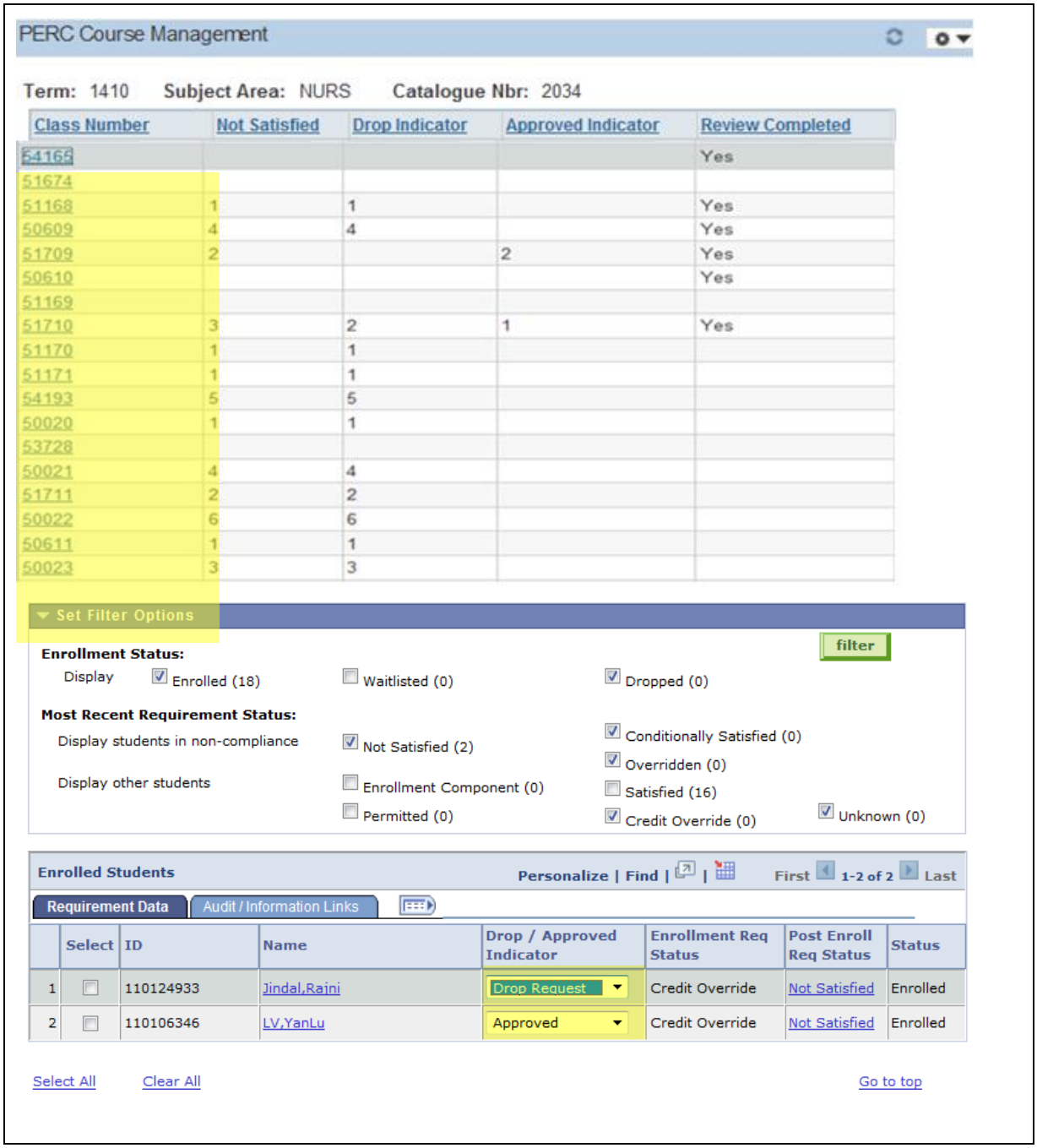
The PERC course Management Pagelet allows staff to identify courses that have a PERC component in a specific study period

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



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
filter
Enrollment Status:
Display
Enrolled (18)
Waitlisted (0)
Dropped (0)
Most Recent Requirement Status:
Display students in non-compliance
Not Satisfied (2)
Conditionally Satisfied (0)
Overridden (0)
Display other students
Enrollment Component (0)
Satisfied (16)
Permitted (0)
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
1 110124933 Jindal,Rajni Drop Request Credit Override Not Satisfied Enrolled
2 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

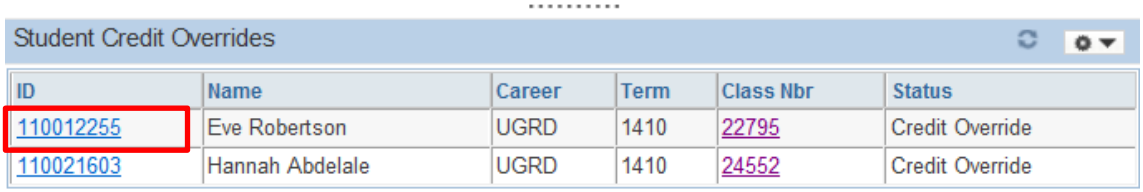
Note: Campus Central staff are responsible for adding all credit to Medici.

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.

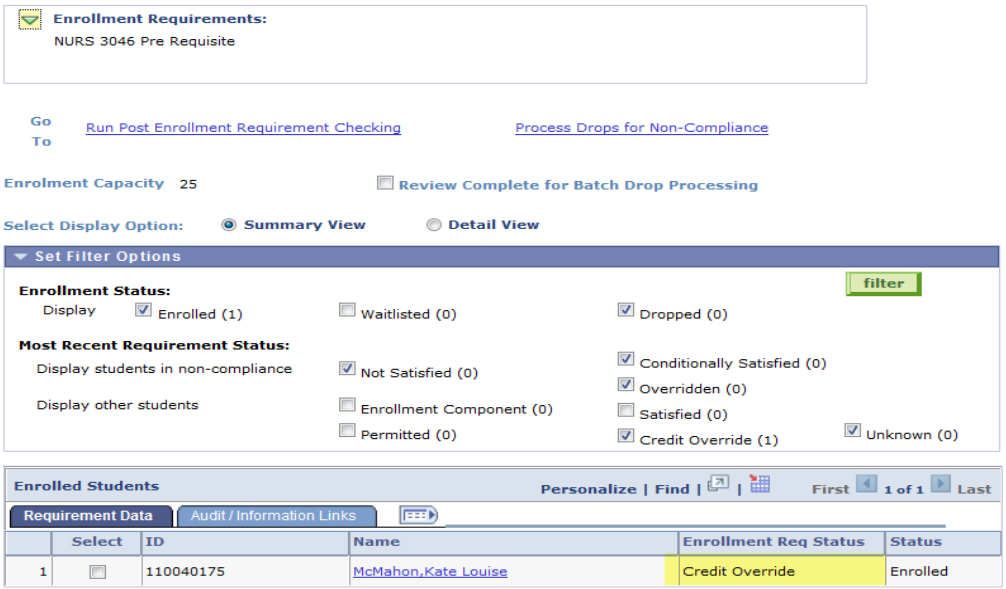


Existing Credit - If the student has received previous credit the hyperlink will open to the main Transfer Course Entry page

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 Enollment Req Status of "Student Overridden"



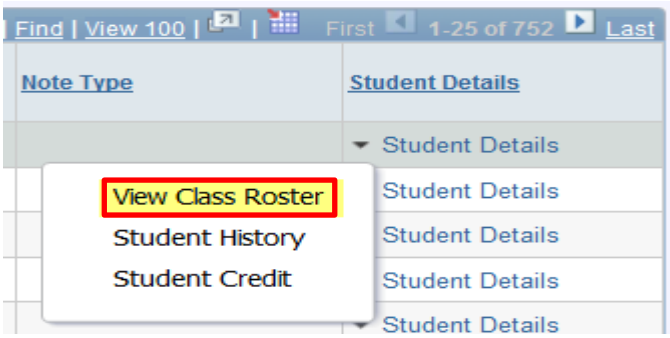
AUDIT/INFORMATION LINKS

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

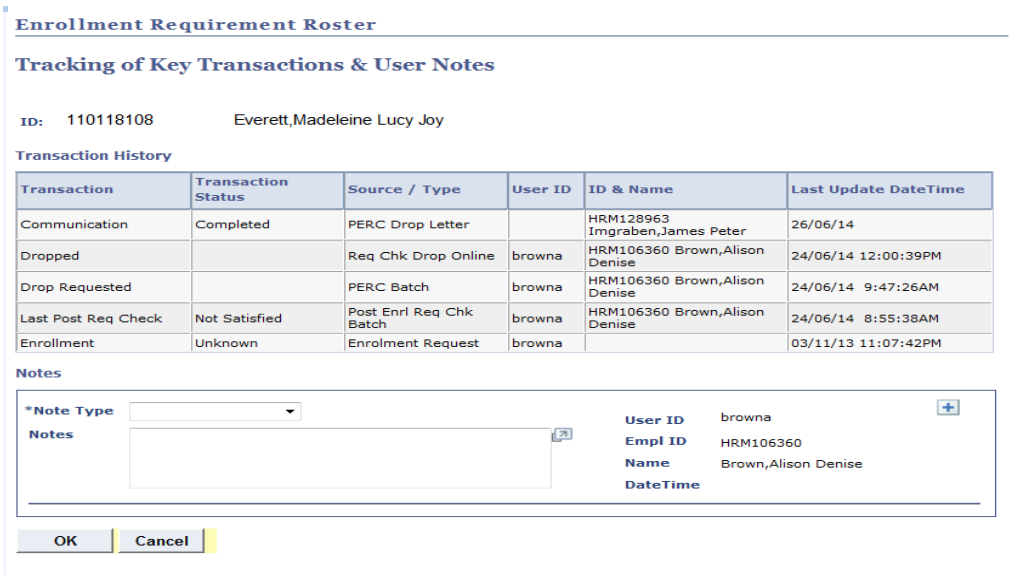
1. Click on the student details the hyperlink
2. Click on the View Class Roster heading
3. Click one of the Audit Information Tab
4. Locate the required student
5. Click onto the Tracking hyperlink



	Select	ID	Name	Drop / Approved Indicator	Tracking	Course History	Statistics
1		110116405	Arqani,Sheida		Tracking	Course History	Statistics
2		110134273	Arriola,John Albert Ladera		Tracking	Course History	Statistics
3		110115935	Blight,Chloe Alexis		Tracking	Course History	Statistics
4		110093654	Cirelli,Hannah		Tracking	Course History	Statistics
5		110116637	Cremasco,Nicole		Tracking	Course History	Statistics
6		110121818	Czernezkyj,Peter Tobias		Tracking	Course History	Statistics
7		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

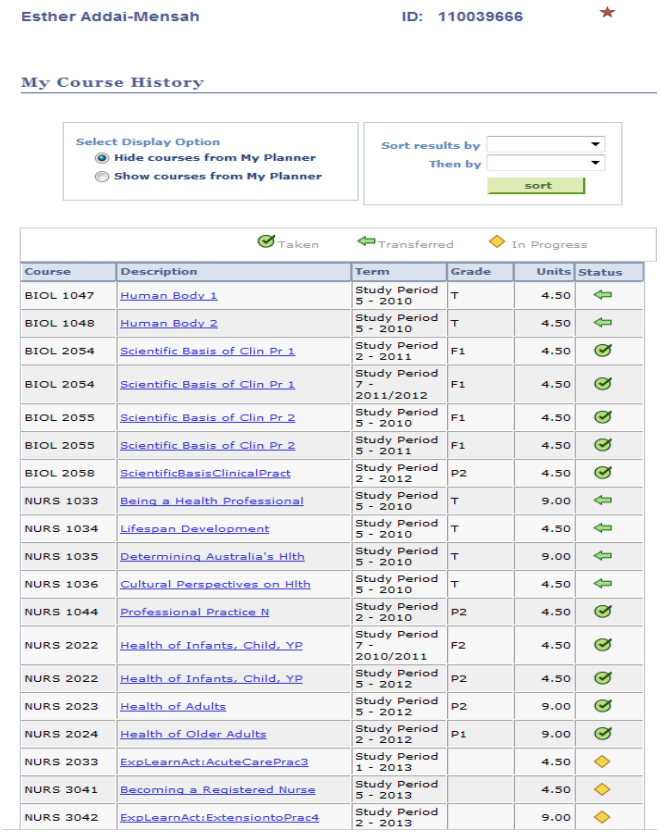
Name Brown,Alison Denise

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

Taken Transferred In Progress

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

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 enrols seamlessly

GLOSSARY

Please follow this link HERE to view the full Glossary of University Terms for UniSA.