

Missouri University of Science and Technology Office of the Registrar

Path: Curriculum Management > Enrollment Requirements > Post Enroll Req Checking > Enrollment Requirement Roster

The following are step-by-step instructions on how an instructor evaluates students who do not meet the prerequisite for their class. Prerequisites are being checked for all undergraduate students with the exception of students pursuing a second bachelor's degree. Graduate students will not be checked.

• Enter in the information about your class in the search to pull up the Enrollment Requirement Roster.

Favorites Main Menu > Curriculum Management > Enrollment 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 - ROLLA Q Term: begins with 👻 4343 Q Subject Area: begins with 👻 MATH Q Catalog Nbr: begins with 👻 2222 Session: = • • Class Section: begins with 👻 Class Nbr: = •

Search Clear Basic Search 📑 Save Search Criteria

The names that will show on the roster by default will show the students who • currently do not meet the prerequisite for the class. Click on Not Satisfied or Conditionally Satisfied to get more information about the prerequisite and what part of it the student is missing.

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

Enrollment Requirement Roster (Summary)									
2015 Fall Semester Regular Academi	c Session Missouri S	&T Undergradu	uate						
▼ <u>MATH 2222 - 1A (70842)</u>									
Calculus With Analytic Geometry II	I (Lecture)								
Days and Times Room	Ins	structor	Da	ites					
TuWeThFr 8:00AM-8:50AM Butler-(00315	Carlton Hall		08 12	/24/2015 - /11/2015					
Enrollment Requirements: Math 2222 Prerequisite: Math 12	215 or Math 1221 with	a grade of "C"	or better						
Go To <u>Run Post Enrollment Requirer</u> Enrollment Capacity 43 Select Display Option: © Summary	ment Checking v View 💿 Detai	l View							
Set Filter Options									
Enrollment Status: Display I Enrolled (36)	☑ Waitlisted (0)	[Droppe	d (2)	filter	ļ			
Most Recent Requirement Status: Display students in non-compliance	Not Satisfied (1)	8	Conditi	onally Satisf	ied (0)				
Display other students	Enrollment Comp Permitted (0)	ponent (0)	Overrid Satisfie	den (0) :d (35)	Unkno	own (0)			
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Requirement Data Audit / Informatio	n Links								
Select ID Name		Drop / Approv	ved E	nrollment	Post Enroll				
		Indicator	R	eq Status	Reg Status	Status			

Select All

Clear All

Go to top

notify selected students

 Box A shows the overview of the prerequisite. The student in this example hasn't taken the prerequisite. For a class that has multiple prerequisites, if the student has completed some of the prerequisites, it will show Satisfied for those items and Not Satisfied for those that are missing.

Clicking on Box B will show when the last time the PERC process was ran for this student. Box C will show the courses the student has taken and are currently taking and the associated grades. Box D will show the student's credit hours and GPA information.

Roster

Fall Semester F	Regular Academic	Session M	Missouri S&T Unde	ergraduate			
MATH 2222 -	<u>1A (70842)</u>						
Calculus With An	alytic Geometry I	III (Lecture)					
Enrollment Requ Math 2222 Prere	uirements: equisite: Math 12	215 or Math	1221 with a grade	of "C" or better.			
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 If you decided to keep the student in the class, click on the Drop / Approved Indicator dropdown (Box A) and select Approved. Students who have been labeled as Approved will not be dropped from the class. Please do not select Drop Request. Selecting Drop Requests will stop future checks to see if the student has gotten the requirement resolved. For students who do not have anything selected, the Registrar's Office will drop these students a week prior to the start of classes.

Once a selection has been made, click Save (Box B) to save the Drop / Approved Indicator selection.

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	ı	Not Satisfied	Must take	e course id: 001212	2; Subj	ect: MATH, Ca	talog Nbr: 1221	
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 A decision for a student can also be made on the main screen by selecting the appropriate Drop / Approved Indicator choice (Box A) and by clicking Save (Box B).

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Select Display Option:	Summary	y View	🔘 Detail	View							
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Enrollment Status: Display Enrolled (36) UWaitlisted (0) Dropped (2)											
Display students in	non-complianc	e 🔽 Not S	atisfied (1)		Conc	ditionally Satis	fied (0)				
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PERC Notes

- Doing a Degree Audit Substitution/Waiver form for a class that happens to be a prerequisite for another does not fulfill the prerequisite.
- Students will be periodically notified prior to being dropped that they do not meet the prerequisites for the class. They are being directed to the teaching department of this class to resolve the issue.