

## PERC Processing Steps

### PERC Process

- Update email templates for PERC Waitlist Warn and PERC Warning
  - Files are located at W:\ops\DEM\Student Records\Team Records\PERC\Email Templates\RTF Templates
  - Save new copies with updated deadlines
  - Upload new template to PS
    - Reporting Tools → BI Publisher → Report Definition
      - PERC Templates are:
        - QA\_CS\_SR\_PR1
        - QA\_CS\_SR\_PR2
        - QA\_CS\_SR\_PR4
        - QA\_CS\_SR\_PR5
      - On the Template tab of the report definition, Correct History and add a row to the Template Files
      - Upload your new template from the shared drive, and Inactivate the previous row

Favorites | Main Menu > Reporting Tools > BI Publisher > Report Definition

Definition | **Template** | Output | Properties | Security | Bursting

Report Name: QA\_CS\_SR\_PR2

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

Template ID QA\_CS\_SR\_PR2\_1  Default Template + -

Description PERC Drop from Waitlist Letter

\*Language Code English Channel Email

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**Template Files** Find | View 1 | First | 1-3 of 3 | Last

Effective Date 03/26/2012  Use Data Transform + -

\*Status Active

Template File [PERC\\_DROP\\_FROM\\_WAITLIST\\_03.22.2012.rtf](#) Upload Preview  Use Alt. XML

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Effective Date 02/02/2012  Use Data Transform + -

\*Status Inactive

Template File [PERC\\_DROP\\_FROM\\_WAITLIST\\_WARN.rtf](#) Upload Preview  Use Alt. XML

- Run PERC Process for all colleges except Law and Music – run as SRBATCH

- Curriculum Management → Enrollment Requirements → Post Enroll Req Checking → Run Post Enroll Req
- Run Control is PERCProcess
- Most fields will be populated, you will need to update the Term field to the upcoming term
- In the Population Selection area, you will need to Edit Prompts for the Pop Select query to the upcoming term, and each Academic Group (excluding SCTI, MUSC and CLAW)
- You must wait for each process to post before running for the next Academic Group
  - You can follow posting status in the Process Monitor

[Favorites](#) | [Main Menu](#) > [Curriculum Management](#) > [Enrollment Requirements](#) > [Post Enroll Req Checking](#) > [Run Post Enrollment Req](#)

## Run Post Enrollment Requirement Checking

Run Control ID: SBRENNAT7

[Report Manager](#) [Process Monitor](#)

[Run](#)

### Select students using these conditions:

\*Academic Institution:  DePaul University  
 \*Term:  2011-2012 Autumn

### Select students with the following status:

#### Enrollment Status:

Select  Enrolled  Waitlisted

#### Most Recent Requirement Status:

Select students in non-compliance  Not Satisfied  Conditionally Satisfied  
 Select other students  Enrollment Component  Overridden  
 Permitted  Satisfied  Unknown

### Action

#### Set Drop Request Indicator for Students in Non-Compliance

- If process results in a status of Conditionally Satisfied
- If process results in a status of Not Satisfied

### Population Selection

Population Selection

Selection Tool:  [Edit Prompts](#)

Query Name:  [Launch Query Manager](#) [Preview Selection Results](#)

- Validate student flagged for Drop Processing
  - Data validation ensures that the students identified by the system as having failed the prereqs for a class should, in fact, be dropped from that class
  - You can do this in a variety of ways

- You can manually go into various PERC rosters and spot check that way
  - Curriculum Management → Enrollment Requirements → Post Enroll Req Checking → Enrollment Requirement Roster
  - You will be searching rosters for the upcoming term and verifying that the students with drop indicators are correct

▼ **MAT 136 - 401 (16050)**  
 BUSINESS CALCULUS II (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 8:30AM-10:00AM	DePaul Center Room C 104	Serpil Caputlu	09/09/2015 - 11/24/2015

▼ **Enrollment Requirements:**  
 MAT 135 or equivalent is a prerequisite for this class.

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

Enrollment Capacity 40

Select Display Option:  Summary View  Detail View

▼ Set Filter Options filter

**Enrollment Status:**  
 Display  Enrolled (39)  Waitlisted (1)  Dropped (15)

**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 (38)  Unknown (0)

**Enrolled Students** Personalize | Find | First 1 of 1 Last

Requirement Data Audit / Information Links

	Select	ID	Name	Drop / Approved Indicator	Enrollment Req Status	Post Enroll Req Status	Status
1	<input type="checkbox"/>	1478868	<a href="#">Schmitt, Laura N</a>	Drop Request ▼	<a href="#">Conditional</a>	<a href="#">Not Satisfied</a>	Enrolled

[Select All](#) [Clear All](#)

[Go to top](#)

▼ **Run Post Enrollment Requirement Checking** run

**Run Post Enrollment Requirement Checking for selected students**

Set Drop Request Indicator for Students in Non-Compliance

If process results in a status of Conditionally Satisfied  
 If process results in a status of Not Satisfied

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

Enrollment Capacity 40

Select Display Option:  Summary View  Detail View

▼ Set Filter Options

**Enrollment Status:** filter




Display  Enrolled (40)  Waitlisted (0)  Dropped (5)

**Most Recent Requirement Status:**

Display students in non-compliance  Not Satisfied (1)  Conditionally Satisfied (3)

Display other students  Enrollment Component (0)  Overridden (0)

Permitted (0)  Satisfied (41)  Unknown (0)

Enrolled and Dropped Students								Personalize   Find    
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"/>	1350788	<a href="#">Barrett, Brian R</a>		<a href="#">Conditional</a>		Dropped was Waitlisted	
2	<input type="checkbox"/>	1294327	<a href="#">Cruz, Sergio</a>		<a href="#">Conditional</a>		Dropped was Waitlisted	
3	<input type="checkbox"/>	1304065	<a href="#">Zagora, Anisa</a>		<a href="#">Conditional</a>		Dropped was Waitlisted	
4	<input type="checkbox"/>	1248990	<a href="#">Zylinski, Christian A</a>	Drop Request	<a href="#">Conditional</a>	<a href="#">Not Satisfied</a>	Dropped	

[Select All](#) [Clear All](#)

[Go to top](#)

- Send Warning emails for both enrolled and waitlisted students
  - Campus Community → 3C Engine → Run 3C Engine
    - Use the existing Run Controls, you will need to run this twice
      - PERC Waitlist Warn
      - PERC Warning
    - The only item that will need to be updated on this page is the query prompt for the correct term code – you can leave the career as is, it will not change the results
    - Note: the Preview Selections can be used for spot checking your results

Run Control ID: PERC\_Warning

[Report Manager](#)

[Process Monitor](#)

Run

Process 3Cs

- Population Selection
- Trigger Table
- Mass Change

Process Joint Records

- No
- Yes, all Joint IDs
- Yes, if match exists

Event Selection

Academic Institution:  DePaul University

Administrative Function:  Student Enrollment

Event ID:  PERC Warning Letters [Detail](#)

Communication Key

WARNLTR PERC Warning Letters

Checklist Code

Comment Category

Population Selection

Selection Tool:

[Edit Prompts](#)

Query Name:

[Launch Query Manager](#)

[Preview Selection Results](#)

Save

Return to Search

Notify

Add

Update/Display

- Campus Community → Communications → Communication Generation
  - Use the existing Run Controls again, as you will need to run this twice as well
    - PERC Waitlist Warn
    - PERC Warning
  - On the second tab – Process Parameters – you will need to update the Communication Date Range Selection to the date that you ran the 3C Engine
  - On the third tab – Email Parameters – update the Subject to reflect the correct term information and run

Run Control ID: PERC\_Warning

[Report Manager](#)

[Process Monitor](#)

Run

**Usage Tables**

**Person Communication Usage**

Address: SR PERC Emails

Address Name: Pref First, Prim First

Salutation: Pref First, Prim First

Extra Name: Pref First, Prim First

Use Preferred Email Address

**Joint Salutation Usage**

Joint Name:

**Org Communication Usage**

Org Recipient:

Contact Name:

**Communication Processing Dates**

**Communication Date Range Selection**

\*From Date: 03/31/2014

\*To Date: 03/31/2014

**Update Communication Generation Date With**

Communication Date

System Date

User Supplied Date

**Update Communication Completed Date With**

Communication Date

System Date

User Supplied Date

**Output Settings**

\*Sort Option: Country, Postal

Online Preview

Send to Printer

Send to File

Create Envelopes

Create Labels

**Missing Critical Data**

Produce Communication

Complete Communication

Save

Return to Search

Notify

Add

Update/Display

Run Control ID: PERC\_Warning

[Report Manager](#)

[Process Monitor](#)

**Run**

**Email Parameters**

\*From:   
\*Required if communication method usage is specific email or preferred.

\*Subject:   
\*Required if communication method usage is specific email or preferred.

Reply to:

Sender:

Bounce to:

Importance	Sensitivity
<input type="radio"/> low	<input checked="" type="radio"/> normal
<input checked="" type="radio"/> normal	<input type="radio"/> personal
<input type="radio"/> high	<input type="radio"/> private
	<input type="radio"/> company-confidential

Save

Return to Search

Notify

Add

Update/Display

## Approved Students

If the college offices send approval for a student or students to remain in a class, then you must go to the Enrollment Requirement Roster to update the Drop/ Approved Indicator status. You must locate the student(s) on the roster and set the indicator to “Approved” and save the transaction.

Campus Connect Path: Curriculum Management → Enrollment Requirements → Post Enroll Req Checking → Enrollment Requirement Roster

▼ **MAT 136 - 401 (16050)**  
BUSINESS CALCULUS II (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 8:30AM-10:00AM	DePaul Center Room C 104	Serpil Caputlu	09/09/2015 - 11/24/2015

▼ **Enrollment Requirements:**  
MAT 135 or equivalent is a prerequisite for this class.

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

Enrollment Capacity 40

Select Display Option:  Summary View  Detail View

▼ Set Filter Options

**Enrollment Status:** filter

Display  Enrolled (39)  Waitlisted (1)  Dropped (15)

**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 (38)  Unknown (0)

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

Requirement Data Audit / Information Links

Select	ID	Name	Drop / Approved Indicator	Enrollment Req Status	Post Enroll Req Status
1 <input type="checkbox"/>	1478868	<a href="#">Schmitt, Laura N</a>	Drop Request ▼	Conditional	Not Satisfie

[Select All](#) [Clear All](#)

notify selected students

▼ Run Post Enrollment Requirement Checking

**Run Post Enrollment Requirement Checking for selected students** run

Set Drop Request Indicator for Students in Non-Compliance

If process results in a status of Conditionally Satisfied

If process results in a status of Not Satisfied

Update Drop/ Approved Indicator to “Approved” and then Save the change.

## Drop Process



Once all the students that have been granted permission by the college offices have been set to approved, you can then proceed to run the Drop process.

Campus Connect Path: Curriculum Management → Enrollment Requirements → Post Enroll Req Checking → Process Drop Requests

- Be sure you are logged in as SRBATCH
- Use the existing Run Control PERCDrops
- Update the Term to the upcoming term in both the top field, and the Query Prompt, then save and run. Select SRRQDROP.

Favorites Main Menu > Curriculum Management > Enrollment Requirements > Post Enroll Req Checking > Process Drop Requests

### Process Drop Requests for Post Enrollment Requirements

Run Control ID: PERCDrops

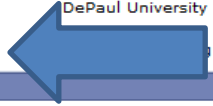
[Report Manager](#) [Process Monitor](#)

Run

Select students using these conditions:

\*Academic Institution:  DePaul University

\*Term:



#### Non-Compliance Selection

##### Enrollment Status:

Select  Enrolled  Waitlisted

##### Process Drops for:

- students where Drop Request Indicator is selected
- students with a post enrollment requirement status of:  Conditionally Satisfied  Not Satisfied

#### Population Selection

Population Selection

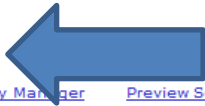
Selection Tool:

[Edit Prompts](#)

Query Name:

[Launch Query Manager](#)

[Preview Selection Results](#)



#### Manual entry by class

Use Class Select

#### Transaction

Get / Refresh Last Request

Save Return to Search

Add Update/Display

### 3C Engine

Next you will need to update the 3Cs for both dropped and dropped from WL students.

Campus Connect Path: Campus Community → 3C Engine → Run 3C Engine

You will need to run the 3C Engine twice (this documentation only shows one of the two). Once for drops and once for dropped from a WL. The Run Controls are:

- PERC Drop Letters
- PERC Drop Waitlist

The only item that will need to be updated/checked on these run control pages is the query prompt for the correct term code (upcoming term) – you can leave the career as is, it will not change the results.

Note: The Preview Selections can be used for spot checking your results.

DEPAUL  
Favorites | Main Menu > Campus Community > 3C Engine > Run 3C Engine

3C Engine Parameters | Manage Duplicate Assignment

Run Control ID: PERC\_Drop\_Letters | [Report Manager Process Monitor](#) | [Run](#)

**Process 3Cs**  
 Population Selection  
 Trigger Table  
 Mass Change

**Process Joint Records**  
 No  
 Yes, all Joint IDs  
 Yes, if match exists

**Event Selection**  
Academic Institution: DPAUL DePaul University  
Administrative Function: SENR Student Enrollment  
Event ID: SR\_PERC\_DR PERC Drop Letters [Detail](#)

**Communication Key**  
DROPLTR PERC Drop Letters

**Checklist Code**

**Comment Category**

**Population Selection**  
Selection Tool: PS Query [Edit Prompts](#)  
Query Name: SSR\_PERC\_DROP\_LETTERS [Launch Query Manager](#) [Preview Selection Results](#)

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

3C Engine Parameters | [Manage Duplicate Assignment](#)

Query Prompts  
Institution: DPAUL  
Career: UGRD  
Term: 0990  
OK  
Cancel

## Communication Generation

Next you will need to send Drop emails for both dropped and dropped from WL students.

Campus Connect Path: Campus Community → Communications → Communication Generation

You will need to run the Communication Generation twice as well (this documentation only shows one of the two). Once for drops and once for dropped from a WL. The Run Controls are (same as 3Cs):

- PERC Drop Letters
- PERC Drop Waitlist

You will need to update the following before running each run control:

- On the second tab – Process Parameters – you will need to update the Communication Date Range Selection to the date that you ran the 3C Engine (typically today's date).
- On the third tab – Email Parameters – update the Subject to reflect the correct term information (upcoming term), save and then run.

Run Control ID: PERC\_Drop\_Letters [Report Manager](#) [Process Monitor](#)

<b>Usage Tables</b>	<b>Communication Processing Dates</b>
<b>Person Communication Usage</b>	<b>Communication Date Range Selection</b>
Address: SR PERC Emails	*From Date: 03/28/2017
Address Name: Pref First, Prim First	*To Date: 03/28/2017
Salutation: Pref First, Prim First	
Extra Name: Pref First, Prim First	
<input type="checkbox"/> Use Preferred Email Address	
<b>Joint Salutation Usage</b>	<b>Update Communication Generation Date With</b>
Joint Name:	<input type="radio"/> Communication Date
	<input checked="" type="radio"/> System Date
	<input type="radio"/> User Supplied Date
<b>Org Communication Usage</b>	<b>Update Communication Completed Date With</b>
Org Recipient:	<input type="radio"/> Communication Date
Contact Name:	<input checked="" type="radio"/> System Date
	<input type="radio"/> User Supplied Date
<b>Output Settings</b>	
*Sort Option: Country, Postal	
<input type="checkbox"/> Online Preview	
<input type="checkbox"/> Send to Printer	
<input type="checkbox"/> Send to File	
<input type="checkbox"/> Create Envelopes	
<input type="checkbox"/> Create Labels	
<b>Missing Critical Data</b>	
<input checked="" type="checkbox"/> Produce Communication	<input checked="" type="checkbox"/> Complete Communication

[Selection Parameters](#) | [Process Parameters](#) | [Email Parameters](#) | [Checklist Parameters](#)

Run Control ID: PERC\_Drop\_Letters [Report Manager](#) [Process Monitor](#)

<b>Email Parameters</b>	
*From:	DPCL@depaul.edu
*Required if communication method usage is specific email or preferred.	
*Subject:	DePaul University Spring Quarter Drop Notification
*Required if communication method usage is specific email or preferred.	
Reply to:	
Sender:	
Bounce to:	
<b>Importance</b>	<b>Sensitivity</b>
<input type="radio"/> low	<input checked="" type="radio"/> normal
<input checked="" type="radio"/> normal	<input type="radio"/> personal
<input type="radio"/> high	<input type="radio"/> private
	<input type="radio"/> company-confidential

[Selection Parameters](#) | [Process Parameters](#) | [Email Parameters](#) | [Checklist Parameters](#)

### **PERC Drop List**

Lastly, send Michael a list of students who were dropped from PERC using the query SR9\_PERC\_WRN\_DRP\_LIST. You should filter out the warnings, as both transactions will appear for each student in this report.