Announcement

Dear Students,

At the end of each semester, the College prepares reports for Academic Advisors that lists students who are registered for future courses and who may not have successfully completed the necessary pre-requisites for those courses. Now that the Fall 2014 semester has ended and grades were submitted by faculty, these reports have been produced for all students who are registered in the Spring 2015 term. Advisors will review these lists to make determinations about whether students should be permitted to remain in certain courses or administratively dropped.

Please take a moment to review the below information and if you are affected contact your academic advisor immediately.

What is this process?
The process is called “PERC” and it stands for “Post-Enrollment Requisite Checking”.

Since CCNY students began registering for courses in November, (prior to the end of the Fall term) grades were not yet available. CUNYfirst allowed students who were taking pre-requisites for certain courses to register themselves for the next series/sequence of courses. When the semester ends and grades become available, the system provides a retroactive check of pre-requisites to verify that they have been successfully met.

Who is affected by this process?
The PERC process checks all courses offered and their attached pre-requisites for the Spring 2015 term. Then, it evaluates all students registered in these courses and looks at each students’ individual academic history to determine if the student has met the necessary pre-requisites for the courses they are currently registered for in Spring 2015.

For example, if the student failed, withdrew, or received a grade if “INC” Incomplete in the pre-requisite course, the student will be flagged on the report as not having successfully met the pre-requisite.

What will happen now?
Authorized college officials will review the PERC reports to determine if students should be allowed to remain enrolled in certain courses or be administratively dropped. Students may be dropped from courses for missing pre-requisites.

What should I do if I’m dropped from one or more of my courses?
You should contact your academic advisor immediately.

Can I get back into dropped courses?
Maybe. If the course is dropped and you obtain permission from an authorized college official, usually an academic advisor, you may be permitted back into the dropped courses. However, if enrollment in the course has reached maximum capacity and all seats have been taken by other students, you may not be able to get back into dropped courses even with permission.

You should contact you academic advisor immediately if you are dropped from one or more of your courses.
**What if I received permission to register for my courses?**
You should still review your course registration for Spring 2015 and make sure that none of your courses have been affected. Whenever in doubt, contact your academic advisor immediately.

**Can the dropped courses affect my Financial Aid?**
Yes, it is possible that if you are dropped from a course(s), your financial aid may be impacted. This is why we urge all affected students to contact their academic advisor immediately.