Viewing an Enrollment Request

This guide will cover:

- Search for Enrollment Request using key criteria
- Navigate through the tabs to view data based on the identified criteria

**Step One**

Navigate to the Enrollment Request Search page by using the following breadcrumb

```
Favorites ➔ Main Menu ➔ Campus Solutions ➔ Records and Enrollment ➔ Enroll Students ➔ Enrollment Request Search
```

**Step Two**

In the Academic Institution field, enter **UCINN** and then click **Search**

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**Enrollment Request**

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 **UCINN**
Step Three

Enter at least two of the following search criteria:

a) Academic Career  
b) Term - Recommended  
c) Enrollment Request ID  
d) Enrollment Request Source  
e) Enrollment Request Action  
f) Enrollment Action Reason  
g) User ID  
h) Empl ID - Recommended  
i) Class Nbr  
j) Click the Search button.

Step Four

After clicking search, the system will populate the Enrollment List with each enrollment request transaction that matches your search criteria.
Step Five

Navigate through each of the tab, to view all the data about the enrollment request.

Below is the list of the key fields displayed in the search results and there definitions

- **User ID** – The User ID of the person who performed the enrollment action. (Tab Fields 1-7)
- **ID** – The student’s ID. (Tab Fields 1-7)
- **Term** – Enrollment Term. (Tab Fields 1-7)
- **Class Number** – The Class number of the Class impacted. (Tab Fields 1-7)
- **Subject Area** – The Subject of the Class. (Tab Fields 1-7)
- **Catalog Nbr** – The Catalog/Course Nbr of the Class. (Tab Fields 1-7)
- **Academic Career** – The Career on which the enrollment occurred. (Tab Fields 1-7)
- **Enrollment Request ID** – The enrollment request ID associated with the submission of the enrollment request. (Tab Fields 8-11)
- **Last Update DateTime** – The date and time when the submission of the enrollment request occurred. (Tab Fields 8-11)
- **Enrollment Request Source** – The process used to submit the enrollment request. (Tab Fields 8-11)
- **Enrollment Request Action** – The action performed on the course. (Tab Fields 12-19)
- **Class Permission Nbr** – Permission number used, if any. (Tab Fields 20-25)
- **Change to Class Nbr** – If swap action performed, the new enrolled class will be listed here. (Tab Fields 20-25)
- **Enrollment Req Detail Status** – The status of the enrollment request. S=Success, E=Error, P=Pending. (Tab Fields 41-45)

**Step Six**

If a row has an enrollment Request Detail Status of E (Error), you can look up the actual submission which provides more detail. To do this write down the enrollment request ID and student’s ID.

**The following steps are based on security access to the Enrollment Request page.**

**Step Seven**

Navigate to the Enrollment Request search parameters page by using the following breadcrumb:

[Image of breadcrumb: Favorites > Main Menu > Campus Solutions > Records and Enrollment > Enroll Students > Enrollment Request]

**Step Eight**

Click on the **Find an Existing Value** tab

**Enrollment Request**

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

[Image of search criteria form]

- **Enrollment Request ID:** begins with
- **ID:** begins with
- **Academic Career:** =
- **Academic Institution:** = UCINN
- **Term:** =
- **Campus ID:** begins with
- **National ID:** begins with
- **Last Name:** begins with
- **First Name:** begins with

[Check box] Case Sensitive

[Buttons: Search, Clear, Basic Search, Save Search Criteria]
Step Nine
Enter the Enrollment Request ID that was written down into the Enrollment Request ID Field.

Step Ten
Enter the student's ID that was written down into the ID Field.

Step Eleven
Click Search.

Step Twelve
The Enrollment Request page will load displaying the same information from the Enrollment Request Search page.

The Header section provides the student's name, ID, Academic Career, Academic Program, Enrollment Term, Enrollment Request ID, ID of the user who submitted the enrollment request and the status.

The Enrollment Request Details section provides information pertaining to each enrollment action. If multiple enrollment actions are tied to the same enrollment request you can use the left and right arrows in the top right hand side of the blue header row.

The details include the enrollment action taken, the class the action was taken on, any overrides used to process the enrollment and any errors received when processing the enrollment action.
You have now completed all of the required steps to complete a search for viewing an enrollment request.