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

Step Two

- In the Academic Institution field, enter UCINN

Enrollment Request

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

- Click the Search button
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

- Click the Search button.

**Enrollment Request Search**

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

- 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 Five

- 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.

Step Six

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

Step Seven

- 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.

- Enter the Enrollment Request ID that was written down into the Enrollment Request ID Field.
Step Eight

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

Step Nine

- Click Search.

Step Ten

- 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.