Viewing a Student’s Enrollment History

This guide will cover how to review a student’s enrollment history that includes their status and process used for enrolling or dropping classes for an Academic Term.

1) From the Catalyst Staff Homepage, select the Student Programs & Enrollment tile and then open the Enrollment folder listed on the Navigation Collection (left side of the page).

2) Next select Enrollment Request Search. On the right side of the screen, enter UCINN as the Academic Institution.

Afterwards, select Search to be directed to the Enrollment Request Search page.

ACADEMIC INSITUTION: The code for the institution will always be UCINN. This will be used by all departments and colleges at the University of Cincinnati campuses.

3) On the Enrollment Request Search page, search for the enrollment record you wish to see by entering the criteria for the desired term and student. You must use at least two search parameters for the system to return results.

The Office of the Registrar recommends the following search parameters when locating a student.

- **Term:** Refers to the University’s term code for each semester. Utilizing this search function will allow you to focus on viewing enrollment for a student’s academic term then their overall enrollment record.

- **ID:** Refers to the Catalyst ID of the student who is affected by the enrollment action that took place on their student account.
USER ID: The User ID field refers to an individual’s M# who completed the enrollment action. This could be the student or someone who processed an enrollment transaction on behalf of the student (ex. One Stop Student Services Associate, Office of the Registrar staff, etc.).

4) Select the Search button to view the results in the Enrollment List.

The Enrollment List provides a list of detailed enrollment processes that took place on the student account. This list will show processes that were successful or unsuccessful, intention of the process, when it took place and who completed the process.

EXPAND VIEW OF LIST: Selecting the column extender icon will allow you to expand the table to see all the data from the Enrollment List at once.