Viewing a Student’s Enrollment Message

This guide will cover how to access a student’s individual enrollment request and review any error messages they may have received during registration.

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. On the right side of the screen, select the Find and Existing Value tab. The following search parameters can be used to locate a student’s enrollment request transaction.
   - **Enrollment Request ID**: A unique identifier for the student’s enrollment transaction. Using the Enrollment Request ID will assist in narrowing down your search to view more information. Users can locate the request ID on the Enrollment Request Search page.
   - **ID**: Catalyst ID of the student whose record you wish to view.
   - **Term**: Academic term of the enrollment transaction requested by the student.

   ![Catalyst Staff Homepage](image)

   **Student Programs & Enrollment**

   **Academic Institution**: 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) Select the **Search** button to be directed to a summary page of any Enrollment Requests tied to the Enrollment Request ID.

   The top section of the page will provide you with the Enrollment Request ID, student’s M-Number, and the status of their class enrollment transaction. Additional details regarding the enrollment request transaction will also be listed below.
4) The Enrollment Request Details section is where users can view each individual transaction related to the Enrollment Request ID. Information that would be listed include the class information, desired enrollment action, grading basis, and any overrides if one was applied to the enrollment request.

5) Any error messages that a student may have received related to the enrollment submission will also be displayed. The error message will provide details on why the student received an error status once they submitted their enrollment transaction and how it can be resolved.

**FIND LINK:** Users can also the Find link to locate enrollment requests by entering a keyword search for any data that would be present on the enrollment request page. Some recommended keyword options include entering the enrollment status, enrollment sequence number, or enrollment action.