# Enrollment Request Search

## Background

The enrollment engine keeps a history of all enrollment requests that it processes successfully. The system queries against these transactions as well as any enrollment transactions posted through the Grade Roster component, displaying in a grid at the bottom of this page all of the enrollment request transactions that meet your search criteria.

You must enter at least two search criteria. For example, you can search by term and EmplID to find out how a student got dropped from a class, or you can search by term and Class Nbr to see the last students to enroll in a class.

## Locating Enrollment Request Information

1. Enter **UNCCH** in the Academic Institution field.

2. Click the **Search** button.

3. Conduct a **Search** for Enrollment Records.

**Important**: You must enter at least 2 search criteria.

   a. Enter the 4-digit Term

   b. Enter the student's PID

   c. Click the Search button

**Note**: Search by **Empl ID** to view by student, or by **Class Nbr.** to view results for an entire class. Also, you can use the date range fields on the right to narrow down results.

The results of the search will be displayed at the bottom of the screen.

The results can be sorted by clicking on the column header.

| | User ID | ID | Term | Class Nbr | Subject Area | Catalog Nbr | Academic Career |
|---|---|---|---|---|---|---|---|
| 1 | ▮ | ▮ | 2109 | 5281 | ENGL | 120 | UGRD |
| 2 | ▮ | ▮ | 2109 | 5281 | ENGL | 120 | UGRD |
| 3 | ▮ | ▮ | 2109 | 5356 | ENGL | 142 | UGRD |
| 4 | ▮ | ▮ | 2109 | 5381 | ENGL | 225 | UGRD |
| 5 | ▮ | ▮ | 2109 | 5356 | ENGL | 142 | UGRD |
| 6 | ▮ | ▮ | 2109 | 4354 | ECON | 267 | UGRD |
| 7 | ▮ | ▮ | 2109 | 5898 | SPAN | 203 | UGRD |

**Note**: The fields used to display this information can be customized by the user arranging the tabs according to the fields displayed on a tab.

## Organize Enrollment Request Information

The fields that contain information associated with the enrollment request can be configured to display on tabs in various order.  Tabs are used to display fields in groups.  Once you customize your fields and tabs, your settings will be saved, and you will be able to always see the results in the same order.
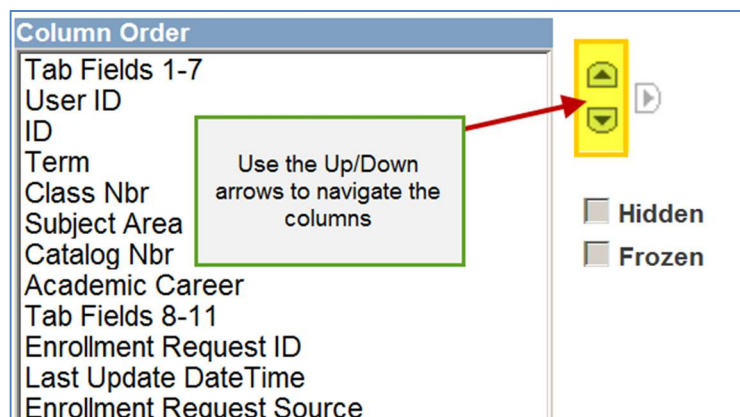
*** *See below for descriptions of fields that may be useful to group on your first tab(s).*

1.  Click the **Customize** link.
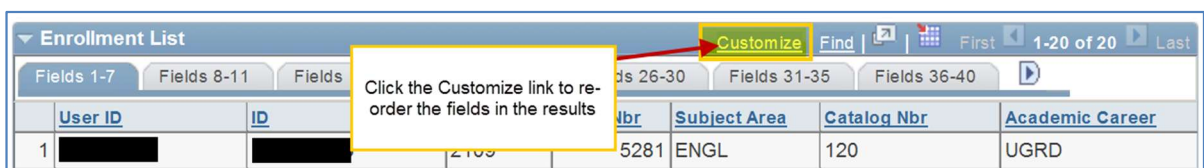


2.  Under **Column Order**, use the Up/Down arrows to organize information fields under the tab Fields.

    **Note:** to list fields on the first tab, you would move the fields up to under "**Tab Fields 1-7**" heading.



3.  Click the **OK** button at the bottom of the page to save your customization.

4.  Review the changes/display of the enrollment request search information.



**Note**: Clicking on the Header Row will sort the **Enrollment List** by that row.

## Fields to include on your first tab(s):

There are many useful fields that can be used on this page.  This section looks at a few of them.

| | |
|---|---|
| **User ID** | The **Onyen** of person who processed the enrollment transaction.<br><br>**Note**: If you see "**UNC_CS_SR_CYBERMATION**" this represents an enrollment attempt made by the waitlist processor. |
| **ID** | PID Number |
| **Enrollment Request Action** | Shows the type of request being initiated.<br><br>**Values can include:**<br><br>1. Enroll<br>2. Drop<br>3. Swap<br>4. Norm Maint. |
| **Last Update Date/Time** | Shows the **date and/or time** the request was submitted. |
| **Enrollment Req Detail Status** | Shows the status of the request.<br><br>**The values include:**<br>1) **S = Success** –The enrollment request was successful.<br>2) **M** = Message - The enrollment request was successful but there is a message attached.<br>3) **E** = Errors – The enrollment request was not successful because of one or more errors.<br>4) **P** = Pending – the enrollment request was initiated but not submitted. |
| **Enrollment Action Date** | If the **Action Date Override** was used to enter a different **effective date** than the date the add/drop was processed, view the **Enrollment Action Date** to see the **effective date** of the transaction.<br><br>**Example**: When back dating a drop form, the Registrar's office would use the **Action Date Override** and the **effective date** would be viewed in this field. |
| **Class Nbr.** | A 4 or 5-digit unique number that represents a class in the system. |

| Subject Area | The 4-character code that represents the course's subject area |
|---|---|
| **Term** | The term that this enrollment request relates to. |
| **Units Taken** | The number of units the student is registered in for the class. |
| **Enrollment Request ID** | The number generated when an **enrollment request** is initiated.  Each enrollment request will have a unique number, but may have more than one class associated with the Enrollment Request ID.<br><br>**Example**: if you enroll a student in 5 classes at once, that entire enrollment transaction will have one **Enrollment Request ID**. |

**Note**: You can also include override fields on the first tabs if you want to see if overrides were used.