

# Enrollment Request Search Cheat Sheet

Navigation: Records and Enrollment > Enroll Students > Enrollment Request Search

**Step 1: From Enrollment Request Search, type UNCCH for Academic Institution and click Search.**

Favorites | Main Menu > Records and Enrollment > Enroll Students > Enrollment Request Search

## Enrollment Request

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

Find an Existing Value

Limit the number of results to (up to 300): 300

Academic Institution: begins with

[Basic Search](#)

**Step 2: Customize your Enrollment Request Search tabs and fields.**

Favorites | Main Menu > Records and Enrollment > Enroll Students > Enrollment Request Search

## Enrollment List

### Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button.  
Frozen columns display under every tab.

Column Order	Sort Order
Tab Fields 1-7	
User ID	
ID	
Enrollment Request Source	
Enrollment Request Action	
Class Nbr	
Subject Area	
Catalog Nbr	
Related Class Number 1	
Units Taken	
Drop This Class if Enrolled	
Enrollment Req Detail Status	
Last Update DateTime	
Enrollment Action Date	
Enrollment Request ID	
Term	

Hidden  Frozen  Descending

**Step 3: Enter at least two search criteria and click**

Enrollment Request Search	Enrollment Request Search
Academic Institution: <input type="text" value="UNCCH"/> <input type="text" value="UNC-Chapel Hill"/>	Academic Institution: <input type="text" value="UNCCH"/> <input type="text" value="UNC-Chapel Hill"/>
Academic Career: <input type="text"/>	Academic Career: <input type="text"/>
Term: <input type="text" value="2124"/>	Term: <input type="text" value="2124"/>
Enrollment Request ID: <input type="text"/>	Enrollment Request ID: <input type="text"/>
Enrollment Request Source: <input type="text"/>	Enrollment Request Source: <input type="text"/>
Enrollment Request Action: <input type="text"/>	Enrollment Request Action: <input type="text"/>
Enrollment Action Reason: <input type="text"/>	Enrollment Action Reason: <input type="text"/>
User ID: <input type="text"/>	User ID: <input type="text"/>
Empl ID: <input type="text" value="7200"/> <input type="text"/>	Empl ID: <input type="text"/>
Class Nbr: <input type="text"/>	Class Nbr: <input type="text" value="1482"/>

**Step 4: View/analyze results.**

**Step 5: For further details on enrollment transaction, view the Enrollment Request:**

Records and Enrollment > Enroll Students > Enrollment Request > Find an Existing Value > Enter Enrollment Request ID

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## Quick Reference for Enrollment Request Search Fields

Enrollment List														
User ID	ID	Enrollment Request Source	Enrollment Request Action	Class Nbr	Subject Area	Catalog Nbr	Related Class Number 1	Units Taken	Drop This Class if Enrolled	Enrollment Req Detail Status	Last Update DateTime	Enrollment Action Date	Enrollment Request ID	Term
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
pe	7	Self-Service Enrollment	Enroll	1482	MATH	130		3.00		M	03/28/2012 9:30:44AM		0018025149	2124
pe	7	Self-Service Enrollment	Drop	1482	MATH	130		3.00		E	05/14/2012 3:48:12PM		0018197163	2124
sk	7	Term Withdrawal Engine	Drop	1482	MATH	130				S	05/15/2012 11:31:34AM	05/15/2012	0018199523	2124
pe	7	Self-Service Enrollment	Enroll	1267	COMM	318		3.00		M	06/08/2012 12:07:54PM		0018240253	2124
pe	7	Self-Service Enrollment	Enroll	2344	SOCI	130		3.00		M	06/08/2012 12:07:54PM		0018240253	2124

**1. User ID:** Onyen of individual submitting the transaction (**UNC\_CS\_SR\_CYBERMATION** represents an enrollment attempt made by waitlist processor.)

**2. ID:** Student's PID

**3. Enrollment Request Source:** The process that submitted the enrollment request

Self-Service Enrollment—student submitted through their ConnectCarolina Student Center

Quick Enroll—done by staff through Quick Enroll

Term Withdrawal Engine—a cancellation or withdrawal processed

Waitlist Engine—the waitlist processor running

Mass Enrollment—enrollment requests done through block enrollment or mass enrollment

Class Roll—changes made at the course level that are rolled out to the classes

If blank—class cancelled

**4. Enrollment Request Action:** The action being taken in the enrollment request (Enroll, Drop, Swap, Normal Maintenance)

**5. Class Nbr:** The four of five digit number assigned to class when scheduled; changes each term

**6/7. Subject Area and Catalog Nbr:** The course subject and course number

**8. Related Class Number 1:** The related recitation or lab attached to a lecture class; there is also a Related Class Number 2 field

**9. Unites Taken:** The number of credits processed on the enrollment request

**10. Drop This Class if Enrolled:** The class the student is dropping via SWAP if they get into preferred class

**11. Enrollment Req Detail Status:** The status of the enrollment request

S = Success—the enrollment request was successful

M = Messages—the enrollment request was successful and the class has a message attached or the student was added to the waitlist

E = Errors—the enrollment request was not successful (view the Enrollment Request for the error message)

P = Pending—the enrollment request was started but not submitted

**12. Last Update Date/Time:** The date/time the enrollment request was processed

**13. Enrollment Action Date:** Effective date of transaction if "Action Date" override was used by Registrar's Office

**14. Enrollment Request ID:** Once an enrollment request is submitted, it's assigned and Enrollment Request ID. View additional details on the enrollment request through Records and Enrollment > Enroll Students > Enrollment Request > Find an Existing Value > Enter Enrollment Request ID

**15. Term:** The four digit term code of the enrollment transaction