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

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

Step 3: Enter at least two search criteria and click Search.

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

Questions about Enrollment Request Search? Contact Registration Services in the Registrar’s Office at registrationservices@unc.edu.
Quick Reference for Enrollment Request Search Fields

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. **Subject Area and Catalog Nbr:** The course subject and course number
7. **Related Class Number 1:** The related recitation or lab attached to a lecture class; there is also a Related Class Number 2 field
8. **Units Taken:** The number of credits processed on the enrollment request
9. **Drop This Class if Enrolled:** The class the student is dropping via SWAP if they get into preferred class
10. **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
11. **Last Update Date/Time:** The date/time the enrollment request was processed
12. **Enrollment Action Date:** Effective date of transaction if “Action Date” override was used by Registrar’s Office
13. **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
14. **Term:** The four digit term code of the enrollment transaction

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