

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.

Navigation

Records and Enrollment > Enroll Students > Enrollment Request Search

Locating Enrollment Request Information

1. Enter **UNCCH** in the Academic Institution field.
2. Click the **Search** button.

The screenshot shows the 'Enrollment Request' search interface. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button. A text input field is set to '300' with the label 'Limit the number of results to (up to 300):'. The 'Academic Institution' dropdown is set to 'begins with' and the text input field contains 'uncch'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

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.

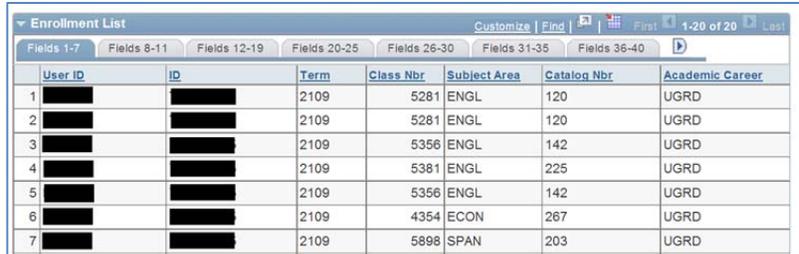
The screenshot shows the 'Enrollment Request Search' form with various search criteria entered. 'Academic Institution' is set to 'UNCCH' and 'UNC-Chapel Hill'. 'Academic Career' is a dropdown menu. 'Term' is a text input field. 'Enrollment Request ID', 'Enrollment Request Source', and 'Enrollment Request Action' are dropdown menus. 'Enrollment Action Reason' is a text input field. 'User ID' and 'Empl ID' are text input fields. 'Class Nbr' is a text input field. On the right side, there are checkboxes for 'Refresh Previous Search Result' and 'Last Update Range' with 'From Date' and 'Thru Date' fields.

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.

Enrollment Request Search

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

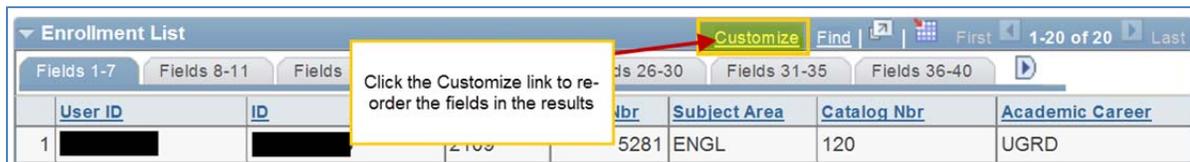
Note: The fields used to display this information can be customized by the user arranging the tabs according to the fields displayed on a tab.

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.

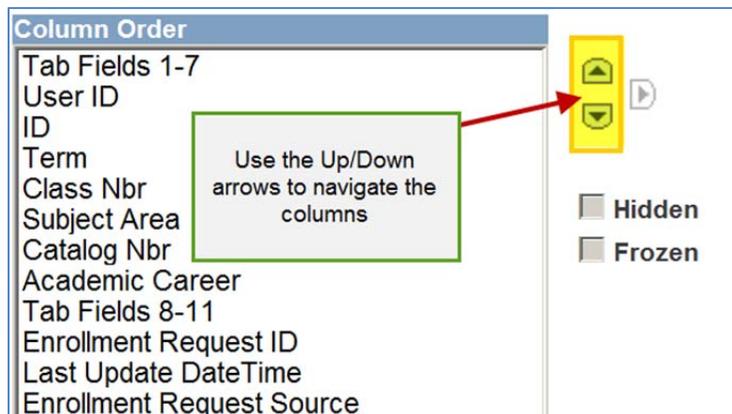
*** See below for descriptions of fields that may be useful to group on your first tab(s).

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.

Enrollment Request Search

Enrollment List								
Fields 1-7		Fields 8-11	Fields 12-19	Fields 20-25	Fields 26-30	Fields 31-35	Fields 36-40	Fields 41-44
Enrollment Request ID	User ID	ID	Term	Class Nbr	Subject Area	Catalog Nbr	Academic Career	
1	0015415727	██████	2109	5281	ENGL	120	UGRD	
2	0015415728	██████	2109	5281	ENGL	120	UGRD	
3	0015415728	██████	2109	5356	ENGL	142	UGRD	
4	0015415728	██████	2109	5381	ENGL	225	UGRD	

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. 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. Values can include: <ol style="list-style-type: none"> 1. Enroll 2. Drop 3. Swap 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. The values include: <ol style="list-style-type: none"> 1) S = Success –The enrollment request was successful. 2) M = Message - The enrollment request was successful but there is a message attached. 3) E = Errors – The enrollment request was not successful because of one or more errors. 4) P = Pending – the enrollment request was initiated but not submitted.

Enrollment Request Search

Enrollment Action Date	<p>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.</p> <p>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.</p>
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	<p>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.</p> <p>Example: if you enroll a student in 5 classes at once, that entire enrollment transaction will have one Enrollment Request ID.</p>

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

If you have questions about these fields, contact the Office of the University Registrar for more information (**962-9851**).