

The Enrollment Request Search screen displays information about each enrollment request that was submitted by the student or on behalf of the student. The search will tell you who submitted the enrollment request, the enrollment request ID, the enrollment request source, if any overrides were given, and if the enrollment request was successful, if there were any messages (warnings) or if there were any errors.

On this screen you can also see if a student dropped a course or was dropped from a course by a staff member. The drop date/time stamp is as well as the action date if the user overrode the action date.

<p>1. Navigate to Main Menu > Campus Solutions>Records and Enrollment>Enroll Students>Enrollment Request Search.</p> <p>Enter FSCJ1 as the Academic Institution and click Search.</p>																													
<p>2. In order to search for an enrollment request you need to input values for at least two fields (e.g. Term and EMPLID). Once you have input this data, click the Search button on the top right of the screen.</p> <p>NOTE: You can find any enrollment requests that you have processed, by inputting your ID in the User ID field.</p>	<table border="1"> <thead> <tr> <th>User ID</th> <th>ID</th> <th>Term</th> <th>Class Nbr</th> <th>Subject Area</th> <th>Catalog Nbr</th> <th>Academic Career</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>2178</td> <td>1019</td> <td>ARH</td> <td>2000</td> <td>CRED</td> </tr> <tr> <td>2</td> <td></td> <td>2178</td> <td>1019</td> <td>ARH</td> <td>2000</td> <td>CRED</td> </tr> <tr> <td>3</td> <td></td> <td>2178</td> <td>1019</td> <td>ARH</td> <td>2000</td> <td>CRED</td> </tr> </tbody> </table>	User ID	ID	Term	Class Nbr	Subject Area	Catalog Nbr	Academic Career	1		2178	1019	ARH	2000	CRED	2		2178	1019	ARH	2000	CRED	3		2178	1019	ARH	2000	CRED
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3. Click the icon to **show all columns**.

Empl ID:

Class Nbr:

▼ Enrollment List Personalize | Find | | | First 1-113 of 113 Last

Fields 1-7	Fields 8-11	Fields 12-19	Fields 20-25	Fields 26-30	Fields 31-35		
User ID	ID	Term	Class Nbr	Subject Area	Catalog Nbr	Academic Career	
1		2178	1019	ARH	2000	CRED	
2		2178	1019	ARH	2000	CRED	
3		2178	1019	ARH	2000	CRED	

4. Scroll to the right to find information more information about the enrollment request.

The **Last Update Date Time** column tells you when the enrollment request was processed. The

The **Enrollment Request Source** column tells you whether the enrollment request was processed by the student via Self-Service Enrollment, or by a staff member via Quick Enroll or via Enrollment Request.

The **Enrollment Request Action** tells you what action was taken on the student's account. Below is a list of possible Action Reasons.

Enrollment Request ID	Last Update DateTime	Enrollment Request Source	Enrollment Req Detail Sequence	Enrollment Request Action	Enrollment Action Reason
0000431453	02/14/2018 11:37:28AM	Quick Enroll		1 Enroll	
0000432009	02/14/2018 1:47:39PM	Quick Enroll		1 Enroll	
0000432009	02/14/2018 1:47:39PM	Quick Enroll		2 Enroll	
0000440021	02/20/2018 12:26:27PM	Quick Enroll		1 Enroll	
0000440021	02/20/2018 12:26:27PM	Quick Enroll		2 Enroll	
0000440021	02/20/2018 12:27:09PM	Quick Enroll		3 Enroll	
0000443397	02/21/2018 11:02:14AM	Quick Enroll		1 Enroll	
0000445164	02/22/2018 9:22:17AM	Quick Enroll		1 Enroll	

If there were any **Overrides** given for the enrollment request, you will see those displayed as well.

The **Enrollment Request Detail Status** column will display an S if the action was successful, an E if there were any errors, a P if the request is pending (e.g. if the student has the class in their shopping cart), or if there were any messages. NOTE: If a there is a message that means that the enrollment action was processed, but there is a warning.

Override Service Indicator	Override Appointment	Instructor ID	Enrollment Req Detail Status	Requirement Designation	Requirement Designation Option
<input type="checkbox"/>	<input type="checkbox"/>		M		N
<input type="checkbox"/>	<input type="checkbox"/>		S		N
<input type="checkbox"/>	<input type="checkbox"/>		S		N
<input type="checkbox"/>	<input type="checkbox"/>		S		N
<input type="checkbox"/>	<input type="checkbox"/>		S		N
<input type="checkbox"/>	<input type="checkbox"/>		S		N
<input type="checkbox"/>	<input type="checkbox"/>		M		N

Action Reason Definitions

Action	Reason	Description	Short Description
C (Change Grade)	APP	Approved Appeal	Appeal
C (Change Grade)	LPSE	Grade Lapsed from I to F	Lapse
C (Change Grade)	PGM	Program (Dean) Request	Pgm Req
D (Drop)	AA	Academic Appeal	Class Canc
D (Drop)	AD	Administrative	Admin
D (Drop)	CC	Drop for class cancellation	Drop for c
D (Drop)	DFNP	Drop for non-payment	drop for n
D (Drop)	DRNA	Drop for Non-Attendance	DRNA
D (Drop)	DRWR	Drop With a Refund	DRWR
D (Drop)	INDR	Instructor Initiated Drop	INDR
D (Drop)	NSF	Dropped due to NSF	Dropped du
D (Drop)	PERC	Drop for failed Requisite	Drop
D (Drop)	STDT	Student Request	Student Re
D (Drop)	STUD	Student option	Stud Optio
D (Drop)	VETD	Veteran Default	Vet Defaul
E (Enroll)	ADME	Admin Approved Exception	Admin Exce
E (Enroll)	ADMF	Admin Approved - Full Class	Admin Full
E (Enroll)	ADML	Admin Approved - Late Enrollme	Admin Appr
E (Enroll)	AUD	Audit	Audit
E (Enroll)	CONV	Registration req due to conv	Conv Reg
E (Enroll)	DEPT	Department Consent Required	Dept Conse
E (Enroll)	INST	Instructor consent	Inst Conse
E (Enroll)	JOB	Required for job	req for jo
E (Enroll)	NACT	Non term activated career	non act ca
E (Enroll)	NPP	Non primary plan course	non plan c

E (Enroll)	PREQ	Pre-requisite requirement	pre-req re
E (Enroll)	TRSF	Required for transfer	req for tr
E (Enroll)	UNIT	Unit limit override	Unit Limit
R (Remove Grade)	ADM	Administrative Correction	AdminCorre
R (Remove Grade)	NA	Remove W so that NA can drop	NA Process