Managing Student Academic Data

Using Enrollment Request Search

Enrollment Request Search:
- Access the Enrollment Request page.
  - Navigation: Records and Enrollment > Enroll Students > Enrollment Request Search
- Enter data as follows:
  - Academic Institution – Enter “TUFTS.”
- Click on the Search Button. The Enrollment Request Search page will appear.
- Enter data in the following required fields:
  - Academic Career – Select the appropriate Academic Career from the drop-down menu.
  - Term – If known, enter the Term Code. Otherwise, click on the Look Up icon to select the appropriate Term Code.
- Based on what you are looking to view, enter data into the applicable field(s):
  - Enrollment Request ID – To view a particular enrollment request, enter the Enrollment Request ID.
  - Enrollment Request Source – To view enrollments from a particular source (for example, Quick Enroll, Student Self Service, Enrollment Request, etc.), select the Enrollment Request Source.
  - Enrollment Request Action – To view particular enrollment actions (for example, enroll, drop, or swap), select the Enrollment Request Action.
  - User ID – To view enrollments performed by a particular User ID, enter that User ID into the User ID field.
  - EmplID – To view enrollments for a particular student, enter that student's ID into the EmplID field.
  - Class Nbr – To view enrollments for a particular class, enter the class number into the Class Nbr field.
  - Enrollment Action Range/Last Update Range – To search for enrollments in a specific date range, use the Enrollment Action Range and Last Update Range group boxes.
- Click on the Search Button.
- All enrollment requests that match your search criteria will appear in the Enrollment List group box.
- Across the top of the Enrollment List group box, you will see different tabs. Each tab displays the following types of information:
  - Fields 1-7 – The User ID of the person who performed the enrollment (the student or an administrative user).
  - Fields 8-11 – The Enrollment Request ID assigned to this action, the Last Update Date/Time, the Enrollment Request Source, and the Detail Sequence.
  - Fields 12-19 – The Enrollment Request Action (Enroll, Drop, Swap, Add or Change Grade, etc.), Action Reason (if applicable), Action Date, Units Taken, Course Count, Repeat Code, Grade Input, and Grading Basis.
  - Fields 20-25 – The Class Permission Nbr, Waitlist number, and Related Classes, if applicable.
  - Fields 26-30 – Some override checkboxes, for example, Closed Class, Grading Basis, or Unit Load and whether they were used by an administrative user on this enrollment request.
  - Fields 31-35 – Additional overrides, such as Class Permission, Requisites, or Career.
  - Fields 36-40 – Remaining overrides and whether or not they were applied.
- Next to the tabs is a small arrow icon. Click this icon to show the remaining tabs on this screen.
  - Fields 41-44 – The status of the enrollment request (S for successful, E for errors, M for messages) and any Requirement Designation information applied to the enrollment request.
  - Fields 45-48 – Any Transcript Notes that were assigned to the enrollment request as well as the student’s academic program.
    - The grid icon in the Enrollment List group box allows you to export this grid into an Excel spreadsheet.
- You have successfully viewed an enrollment request using the Enrollment Request Search.