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.

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