Using Enrollment Request Search

**Enrollment Request Search**

Access the Enrollment Request page.

Enter "TUFTS" in the Academic Institution field.

Click on the Search Button. The Enrollment Request Search page will appear.

In the Academic Career field, select the appropriate Academic Career from the drop-down menu.

In the Term field, if known, enter the Term Code. Otherwise, click on the Look Up icon to select the appropriate Term Code.

What information are you looking to view?

- Particular enrollment request
- Particular enrollment actions
- Select the Enrollment Request Source.

- Enrollments for a particular student
- Enrollments for a particular class
- Enrollments in a specific date range
- Enrollments performed by a particular User ID

Enter the Enrollment Request ID.

Select the Enrollment Request Source.

Enter that student's ID into the EmplID field.

Enter the class number into the Class Nbr field.

Use the Enrollment Action Range and Last Update Range group boxes.

Proceed to Search Results

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From Enrollment Request Search

Click on the Search Button. All enrollment requests that match your search criteria will appear in the Enrollment List group box.

Review the Fields 1-7 tab for the User ID of the person who performed the enrollment (the student or an administrative user).

Click on the Fields 8-11 tab to review the Enrollment Request ID assigned to this action, the Last Update Date/Time, the Enrollment Request Source, and the Detail Sequence.

Click on the Fields 12-19 tab to review 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.

Click on the Fields 20-25 tab to review the Class Permission Nbr, Waitlist number, and Related Classes, if applicable.

Click on the Fields 26-30 tab to review override checkboxes, for example, Closed Class, Grading Basis, or Unit Load and whether they were used by an administrative user on this enrollment request.

Click on the Fields 31-35 tab to review additional overrides, such as Class Permission, Requisites, or Career.

Click on the Fields 36-40 tab to review the 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.

Click on the Fields 41-44 tab to review 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.

Click on the Fields 45-48 tab to review 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.

End of Procedure

You have viewed an enrollment request using the Enrollment Request Search.