Student Records
Enrollment Request Search

Overview

- 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 all of the enrollment request transactions that meet your search criteria in a grid at the bottom of this page. For example, you can search to find out how a student was enrolled in or dropped from a class, or you can view a list of students enrolled in a class that has been cancelled.
  - At least two search criteria are required.
- The records that make up this component store wait list process activity, since the wait list process invokes the enrollment engine.
- Attempts by the wait list process to enroll students are recorded here.

Steps

Inquire into Enrollment Request

1. Navigate to: Records and Enrollment > Enroll Students > Enrollment Request Search.

2. Enter Academic Institution.

3. Click Search.
4. Enter Career.

5. Enter Term.

6. Enter any additional search criteria (for example, Class Nbr).

**NOTE:** At least two search criteria are required.

7. Click **Search**.
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8. View Enrollment List information, by field, on each tab.
9. Click the Fields 8-11 tab.
10. View **Enrollment Request Source**. Here you can see attempts by the wait list process to enroll students.

11. In Fields 41-44, the **Enrollment Req Detail Status** column displays whether the transaction was successful “S”, success/messages “M” or error “E”. This is the only way to tell whether or not the student was actually placed in the class.