Enrollment Request
Use the Enrollment Request Search page to view enrollment activity for various factors. For example you can view the enrollment activity of students, administrators/staff, or classes for a given term.

Navigation: Records and Enrollment>Enroll Students>Enrollment Request Search

Step 1- Leave Academic Institution blank and click on Search.

Step 2 - Populate at least 2 criteria on this page and click on Search (For optimum results, it is advisable to enter the Term Code and one other field when searching). The example below illustrates the steps on viewing the enrollment activity for a student during a given term.

IMPORTANT: It is also possible to view the enrollment activity of a specific class. In order to obtain a listing of the enrollment requests for a class, populate the term and class nbr fields, then click search.
When you click on Search, the results will show on the bottom of the page.

When you provide the system with a term and the student’s ID, you will be given the enrollment activity which took place for the student for that specific term. See example above.

The student above had 2 enrollment activities take place. Tab 1-7 shows each row of enrollment activity and specific information about who processed the enrollment, Class Nbr, Subject Area, Catalog Nbr, and the student’s Academic Career associated with this enrollment.

There are multiple tabs, each will provide different information.

Tab 8-11 will provide the unique Enrollment Request ID which can be used to do more research on what happened for that specific enrollment. If the
student processed multiple enrollments at different times there will be multiple enrollment request numbers, one for each transaction. This page can also show end users how the enrollment took place, such as self service or quick enroll.

- To look at the student enrollment which took place for a specific class (class information was located on the previous tab) copy the Enrollment Request ID number from this page to view the details.

- Navigate to the Enrollment Requirement page to view enrollment for this Request ID.

Records and Enrollment>Enroll Students>Enrollment Request

- Click on the Find an Existing Value tab and paste in the Enrollment Request ID number in the Enrollment Request ID field.

- Click on Search
FYI – this page can also be used to search for any enrollment for a specific student for a specific term. You can actually start here to begin your search or to troubleshoot.

Simply populate the student ID, or Campus ID, Term and hit Search. All of the enrollment requests which took place for that student for that term will show.
View Enrollment Request

Be sure to view entire page to view all enrollment details. There could be multiple rows.

This shows one row of activity took place for this enrollment request ID.