Enrollment Request

Enrollment Request allows users to add, drop, swap, and change grading basis on behalf of students. Whenever possible it is recommended students submit enrollment requests themselves, however in certain, unique situations, it may be required for a staff member to submit enrollment requests.

This training manual documents the process by which one submits an enrollment request.

If you have questions please email Tchad Sanger (cpsanger@ucsc.edu).
# Table of Contents

**MODULE 1: ADDING AN ENROLLMENT REQUEST** ................................................................. 1  
Lesson 1: Navigating to Enrollment Request .............................................................................. 1  
Lesson 2: Adding an Enrollment Request .................................................................................. 2  

**MODULE 2: SEARCHING FOR CLASSES** ............................................................................. 4  
Lesson 1: Entering Search Criteria .......................................................................................... 4  
Lesson 3: Viewing Search Results .......................................................................................... 5  
Lesson 2: Viewing Course Detail ............................................................................................ 6  

**MODULE 3: SUBMITTING AN ENROLLMENT REQUEST** ..................................................... 7  
Lesson 1: Adding a Related Section ....................................................................................... 7  
Lesson 2: Viewing Messages .................................................................................................. 8
Module 1: Adding an Enrollment Request

**Objectives:**
- Navigating to Enrollment Request
- Adding an Enrollment Request

**Lesson 1: Navigating to Enrollment Request**

Login to [http://my.ucsc.edu](http://my.ucsc.edu) with your User ID and Password.

1. From the One-Click Advising, **Click on Enrollment Request**

2. Enter ID, Career, Institution, and Term Data.

3. Click Add.

4. **Find an Existing Value**.
   Users may also search for existing Enrollment Requests by clicking on the Find an Existing Value tab.

**Question and Answer Session**
Lesson 2: Adding an Enrollment Request

1. Enter Enrollment Action and Action Reason if available.

   Enrollment Actions are Enroll, Drop, Swap, and Normal Maintenance (change grading option). Records and Enrollment Advisers in the Office of the Registrar also have access to Add Grades, Remove Grades, and Change Grades.

2. Enter Class Data (Lesson 3).

3. Click Submit at the top of the page.

4. Check Messages.

5. Enter Overrides if necessary and Re-Submit.

6. Courses with required co-requisite, credited labs require one request with the course and one request with the lab.
7. Enter the course and section.
8. Click the Add a Row icon.
9. Enter co-requisite lab and section.

Question and Answer Session
Module 2: Searching for Classes

Objectives:
- Entering Search Criteria
- Viewing Search Results
- Viewing Class Detail

Lesson 1: Entering Search Criteria

1. To look up classes in Class Search, click on the magnifying glass next to Class Nbr.
2. Enter search criteria, expanding Additional Search Criteria if necessary.
3. Click Search.

Lesson 3: Viewing Search Results

1. Search Results Page

Notes:
2. To view a class, click on the Expand/Collapse triangle.

3. To select a course to add to the Enrollment Request, click on the select class icon.

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**Question and Answer Session**

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**Lesson 2: Viewing Course Detail**

1. To select a course to add to the Enrollment Request, click on the Select Class icon. To return to search click on View Search Results icon.

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**Question and Answer Session**

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Module 3: Submitting an Enrollment Request

Objectives:
- Adding a Related Section
- Viewing Messages

Lesson 1: Adding a Related Section

1. Click on look up icon.

![Image of related secondary class search]

2. Select section.

![Image of search results]

Question and Answer Session
Lesson 2: Viewing Messages

1. Review Enrollment Status and Messages

![Enrollment Status and Messages]

Question and Answer Session