

# Academic Information Systems

Enrollment Request Search

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## Enrollment Request Search

Every enrollment request is tracked within AIS. The Enrollment Request Search displays this audit information.

This training manual documents the process by which one searches for enrollment requests.

If you have questions please email [registrar@ucsc.edu](mailto:registrar@ucsc.edu).

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## Module 1: Enrollment Request Search

### Objectives:

- Navigating to Enrollment Search
- Viewing Enrollment Request Search Details

## Lesson 1: Navigating to Enrollment Request Search

Login to <http://my.ucsc.edu> with your User ID and Password.

1. Go to the Enrollment Request Search page.
  - From the Adviser or Faculty home page, click the Advising and Curriculum tab; on the Advising and Curriculum page, select *Academics > Enrollment Request Search* from the menu down the left-hand side.
  - From the NavBar on any page: click the Navigator button, then select *Records and Enrollment > Enroll Students > Enrollment Request Search*.
  
2. At the Enrollment Request Search page, enter UCSCM and click the Search button.

3. A new search form appears; enter additional search criteria. The following fields are recommended:
  - Career
  - Term
  - User ID
  - Class Number, if looking for a specific class

[New Window](#) | [Help](#) | [Customize Page](#)

### Enrollment Request Search

Academic Institution: UC Santa Cruz

Academic Career:

Term:

Enrollment Request ID:

Enrollment Request Source:

Enrollment Request Action:

Enrollment Action Reason:

User ID:

ID:

Class Nbr:

Refresh Previous Search Result:

Enrollment Action Range

From Date:

End Date:

Last Update Range

From DateTime:

Thru DateTime:

| Enrollment List |    |      |           |              |             |                 |
|-----------------|----|------|-----------|--------------|-------------|-----------------|
| User ID         | ID | Term | Class Nbr | Subject Area | Catalog Nbr | Academic Career |
| 1               |    |      |           |              |             |                 |

4. Click Search.



## Question and Answer Session

# Lesson 2: Viewing Enrollment Request Search Details

The Enrollment List has several tabs of information.

1. Fields 1-7.

| Enrollment List |          |         |           |              |             |                 |      |
|-----------------|----------|---------|-----------|--------------|-------------|-----------------|------|
| User ID         | ID       | Term    | Class Nbr | Subject Area | Catalog Nbr | Academic Career |      |
| 1               | W9876543 | 9876543 | 2078      | 21318        | THEA        | 157             | UGRD |
| 2               | W9876543 | 9876543 | 2078      | 23564        | CMPE        | 150             | UGRD |
| 3               | W9876543 | 9876543 | 2078      | 20939        | FMST        | 1               | UGRD |
| 4               | CPSANGER | 9876543 | 2078      | 22971        | AMST        | 80G             | UGRD |

2. Fields 8-11. Date and Time Stamp.

| Enrollment List       |                      |                           |                                |   |
|-----------------------|----------------------|---------------------------|--------------------------------|---|
| Enrollment Request ID | Last Update DateTime | Enrollment Request Source | Enrollment Req Detail Sequence |   |
| 1                     | 0001744007           | 05/18/2007 11:36:35AM     | Self-Service Enrollment        | 2 |
| 2                     | 0001744431           | 05/18/2007 12:22:49PM     | Self-Service Enrollment        | 2 |
| 3                     | 0001744921           | 05/18/2007 1:17:43PM      | Self-Service Enrollment        | 2 |
| 4                     | 0002031856           | 05/02/2008 11:52:28AM     | Enrollment Request             | 1 |

3. Fields 12-19.

Notes:

| Enrollment List           |                          |                        |              |              |              |              |               |
|---------------------------|--------------------------|------------------------|--------------|--------------|--------------|--------------|---------------|
| Fields 1-7                | Fields 8-11              | Fields 12-19           | Fields 20-25 | Fields 26-30 | Fields 31-35 | Fields 36-40 | Fields 41-44  |
| Enrollment Request Action | Enrollment Action Reason | Enrollment Action Date | Units Taken  | Course Count | Repeat Code  | Grade Input  | Grading Basis |
| 1 Enroll                  |                          |                        | 5.00         | 1.00         |              |              | GRD           |
| 2 Enroll                  |                          |                        | 5.00         | 1.00         |              |              | GRD           |
| 3 Enroll                  |                          |                        | 5.00         | 1.00         |              |              | GRD           |
| 4 Enroll                  |                          |                        | 5.00         | 1.00         |              |              | GRD           |

4. Fields 20-25.

| Enrollment List      |                     |                             |                         |                        |                        |
|----------------------|---------------------|-----------------------------|-------------------------|------------------------|------------------------|
| Fields 1-7           | Fields 8-11         | Fields 12-19                | Fields 20-25            | Fields 26-30           | Fields 31-35           |
| Class Permission Nbr | Change to Class Nbr | Drop This Class if Enrolled | Change To Wait List Nbr | Related Class Number 1 | Related Class Number 2 |
| 1                    |                     |                             |                         |                        |                        |
| 2                    |                     |                             |                         |                        |                        |
| 3                    |                     |                             |                         |                        |                        |
| 4                    |                     |                             |                         |                        | 23410                  |

5. Fields 26-30.

| Enrollment List            |                          |                          |                          |                          |
|----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Fields 1-7                 | Fields 8-11              | Fields 12-19             | Fields 20-25             | Fields 26-30             |
| Closed Class               | Override Grading Basis   | Override Class Units     | Override Unit Load       | Override Class Links     |
| 1 <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

6. Fields 31-35.

| Enrollment List            |                          |                          |                          |                          |
|----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Fields 1-7                 | Fields 8-11              | Fields 12-19             | Fields 20-25             | Fields 26-30             |
| Override Class Permission  | Override Requisites      | Override Time Conflict   | Override Career          | Wait List Okay           |
| 1 <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

7. Fields 36-40.

| Enrollment List            |                              |                            |                          |               |
|----------------------------|------------------------------|----------------------------|--------------------------|---------------|
| Fields 1-7                 | Fields 8-11                  | Fields 12-19               | Fields 20-25             | Fields 26-30  |
| Override Action Date       | Ovrd Requirement Designation | Override Service Indicator | Override Appointment     | Instructor ID |
| 1 <input type="checkbox"/> | <input type="checkbox"/>     | <input type="checkbox"/>   | <input type="checkbox"/> |               |
| 2 <input type="checkbox"/> | <input type="checkbox"/>     | <input type="checkbox"/>   | <input type="checkbox"/> |               |
| 3 <input type="checkbox"/> | <input type="checkbox"/>     | <input type="checkbox"/>   | <input type="checkbox"/> |               |
| 4 <input type="checkbox"/> | <input type="checkbox"/>     | <input type="checkbox"/>   | <input type="checkbox"/> |               |

8. Fields 41-44.

| Enrollment List              |                         |                                |                               |
|------------------------------|-------------------------|--------------------------------|-------------------------------|
| Fields 1-7                   | Fields 8-11             | Fields 12-19                   | Fields 20-25                  |
| Enrollment Req Detail Status | Requirement Designation | Requirement Designation Option | Requirement Designation Grade |
| 1 M                          | WA                      | N                              |                               |
| 2 S                          |                         | N                              |                               |
| 3 M                          | H                       | N                              |                               |
| 4 E                          | 5                       | N                              |                               |

9. Fields 45-46.

The screenshot shows a web application window titled "Enrollment List". The window has a menu bar with "Customize" and "Find" options, and a status bar showing "First 1-4 of 4 Last". Below the menu bar is a navigation bar with tabs for "Fields 8-11", "Fields 12-19", "Fields 20-25", "Fields 26-30", "Fields 31-35", "Fields 36-40", "Fields 41-44", and "Fields 45-46". The main content area displays a table with two columns: "Transcript Note ID" and "Transcript Note Exists Flag". The table contains four rows of data, with the first column containing the numbers 1, 2, 3, and 4, and the second column containing checkboxes.

| Transcript Note ID | Transcript Note Exists Flag |
|--------------------|-----------------------------|
| 1                  | <input type="checkbox"/>    |
| 2                  | <input type="checkbox"/>    |
| 3                  | <input type="checkbox"/>    |
| 4                  | <input type="checkbox"/>    |



## Question and Answer Session