

# Academic Information Systems

Enrollment Request Search

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7/21/2017  
Version 2.0

## 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
  - ID (not the "User ID" field)
  - Class Number, if looking for a specific class

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### 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							
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					
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				
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				
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				
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			
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.

Enrollment List	
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**