Academic Information Systems
Enrollment Request Search

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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.
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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
4. Click Search.

Lesson 2: Viewing Enrollment Request Search Details

The Enrollment List has several tabs of information.

1. Fields 1-7.

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


6. Fields 31-35.

7. Fields 36-40.

8. Fields 41-44.

Question and Answer Session