ENROLLMENT REQUEST SEARCH

The Enrollment Request Search function allows you to search and review enrollment requests—both successful and unsuccessful—by student, class, and/or user.

NAVIGATION

Use the following navigation to navigate to the Enrollment Request Page:

1. Click the **NavBar** icon
2. Click **Main Menu**
3. CLICK STUDENT INFORMATION SYSTEM
4. Click **Records and Enrollment**
5. Click **Enroll Students**
6. CLICK ENROLLMENT REQUEST SEARCH

PROCESS

Use the following steps to use the Enrollment Request Search:

1. Click the **Search** button.

> **QUICK TIP!**
>
> It is not necessary to enter the Academic Institution. Simply click the search button and the system will automatically use "UFLOR".

2. On the search screen, enter the various search parameters to locate the information you desire. The most common searches use a combination of the following:

- **Term: Always** identify the desired term
- **User ID:** The UFID of who entered the transaction
- **ID:** UFID
- **Class Nbr:** Transactions for a particular class
- **Enrollment Action Range:** Transactions within a particular date range

NOTE: Additional search values may be used as desired:

- **Enrollment Request Source**: how the transaction was attempted, such as:
    - Enrollment Request (entered by staff)
    - Quick Enroll (entered by staff)
    - Self Service Enrollment (transactions attempted by student)
- **Enrollment Request Action**: the transaction being attempted, such as:
    - Drop
    - Enroll

OPTIONAL TIPS

1. Click on the **Personalize** link in the Enrollment List bar to personalize the search results.
    a. You can remove and reorder the columns as desired.
2. Click on the **Download** link (the grid icon) to the right of the Find link in the Enrollment List bar to load your search results into a spreadsheet.
3. You can also click on the **expand all columns icon** to expand all columns if you don't wish to tab through all the columns.

NOTE: the Personalize and the Download icons are no longer options for you to use if you expand the page.

REVIEWING THE RESULTS

FIELDS 1-7

- **User ID**: User who attempted the transaction
- First **Name** Column: User who attempted the transaction
- **ID**: Student's UFID
- Second **Name** Column: Student's Name
- **Class Number/Subject Area/Catalog Nbr**: details on the class

FIELDS 8-11

	Enrollment Request ID	Last Update DateTime	Enrollment Request Source	Enrollment Req Detail Sequence
1	0000141606	04/04/2018 11:41:38AM	Quick Enroll	1
2	0000141608	03/05/2018 3:27:57PM	Quick Enroll	1
3	0000141610	03/05/2018 3:29:53PM	Quick Enroll	1
4	0000141612	03/05/2018 3:31:08PM	Quick Enroll	1
5	0000141618	03/05/2018 3:42:48PM	Quick Enroll	1
6	0000141618	03/05/2018 3:43:34PM	Quick Enroll	2
7	0000141720	03/08/2018 2:40:09PM	Enrollment Request	1
8	0000142019	03/21/2018 4:00:43PM	Enrollment Request	1
9	0000142019	03/21/2018 3:59:54PM	Enrollment Request	2
10	0000142019	03/21/2018 4:32:39PM	Enrollment Request	3

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 | Fields 45-48 — Personalize | Find | First 1-87 of 87 Last

- **Enrollment Request ID**: Transaction number;
- **Last Update DateTime**: When the transaction was attempted
- **Enrollment Request Source**: How the transaction was attempted; via Self Service, Quick Enroll, etc.
- **Enrollment Req Detail Sequence**: Whether the transaction was part of a larger transaction; particularly high numbers are usually the result of a mass or block enrollment

FIELDS 12-19

	Enrollment Request Action	Enrollment Action Reason	Enrollment Action Date	Units Taken	Course Count	Repeat Code	Grade Input	Grading Basis
1	Enroll			3.00	1.00			GRD
2	Enroll			3.00	1.00			GRD
3	Enroll			3.00	1.00			GRD
4	Enroll			3.00	1.00			GRD
5	Enroll			3.00	1.00			GRD
6	Add Grade			3.00	1.00		A	GRD
7	Enroll			2.00	1.00			GRD
8	Enroll			3.00	1.00			GRD
9	Enroll			1.00	1.00			GRD
10	Drop			3.00	1.00			GRD

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 | Fields 45-48 — Personalize | Find | First 1-87 of 87 Last

- **Enrollment Request Action:** Enroll, Drop, Add Grade etc.
- **Enrollment Action Date:** effective date entered if action date was overridden
- **Course Count:** the number of times the course will be counted for billing purposes
  - o NOTE: this number should be 1

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Student Information System

FIELDS 20-25

Additional information such as Class Swap info or Waitlist info can be found on this tab

FIELDS 26-30, FIELDS 31-35, AND FIELDS 36-40

Check boxes show what overrides were entered for the transaction

FIELDS 41-44

- **Enrollment Req Detail Status:** status of the transaction:

  - **P** = Pending – class was added to enrollment cart but not processed
  - **S** = Success – transaction was completed successfully
  - **M** = Messages – transaction was completed successfully, but a message was produced (such as repeat message, requirement designation set, etc.)
  - **E** = Error – transaction failed

- **Requirement Designation** – when a value is populated in this field, it indicates the writing or the Math requirement assigned to the class.

NOTE: Requirement designation option of **N** will appear on all enrollments. It is a default value of N and has no impact on the requirement designation assigned to the course.

FIELDS 45-48

	Transcript Note ID	Transcript Note Exists Flag	Academic Program	Override Dynamic Dates
1		☐	UGHHU	☐
2		☐	UGHHU	☐
3		☐	UGHHU	☐
4		☐	UGHHU	☐
5		☐	GRENG	☐
6		☐	GRENG	☐
7		☐	UGHHU	☐
8		☐	UGHHU	☐
9		☐	UGHHU	☐
10		☐	UGHHU	☐
11		☐	UGHHU	☐

- **Transcript Note ID**: When populated, indicates that a transcript note is attached to the class enrollment
- **Academic Program**: Student's program

FOR ADDITIONAL ASSISTANCE

TECHNICAL ISSUES

The UF Computing Help Desk 352-392-HELP
helpdesk.ufl.edu

POLICIES AND PROCEDURES

Office of the University Registrar 352-392-1374
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