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:

Enrollment Request
Enter any information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Value
Search Criteria
Academic Institution: begins with v
Search Clear Basic Search 🖉 Save Search Criteria

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:

Academic Institution UFLOR University of Florida	Search
Academic Career v	Refresh Previous Search Result
Term 2188 Q	Enrollment Action Range
Enrollment Request ID	From Date
Enrollment Request Source	> End Date B
Enrollment Request Action	Last Update Range
Enrollment Action Reason	From DateTime
User ID	Thru DateTime
ID 02062630 Q Class Nbr Q	

- 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:
 - o Drop
 - o 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.

						Find 💷 🔣 💈			
Fields 1-7	Fjelds 8-11	Fields 12-19	Fields 20-25	Fields 26-30	Fields 31-35	Fields <u>3</u> 6-40	Fields <u>4</u> 1-44	Fields 4 <u>5</u> -48	

REVIEWING THE RESULTS

FIELDS 1-7

Fields 1-7 Fiel	ds 8-11 Fields 12-19	Fields 20-25 Fi	elds 26-30 Fields 31-35	Fields 36-40	Fields 41-44 Fields	45-48	
User ID	Name	ID	Name	Term	Class Nbr Subject Area	a Catalog Nbr	Academic Career
1	Nancy Soletti		Alberta Alligator	2188	13598 ENC	1102	UGRD
2	Nancy Soletti		Alberta Alligator	2188	13691 ENC	1101	UGRD
3	Nancy Soletti		Alberta Alligator	2188	15063 PHI	2010	UGRD
4	Nancy Soletti	Cash an mar	Alberta Alligator	2188	15063 PHI	2010	UGRD
5	Nancy Soletti	10.00 million (10.00	Alberta Alligator	2188	15063 PHI	2010	UGRD
6	Nancy Soletti	1.000 C	Alberta Alligator	2188	15063 PHI	2010	UGRD
7	Nancy Soletti		Alberta Alligator	2188	15063 PHI	2010	UGRD
8	Nancy Soletti		Alberta Alligator	2188	15063 PHI	2010	UGRD
9	Nancy Soletti	· · · · · · · · · · · · · · · · · · ·	Alberta Alligator	2188	15063 PHI	2010	UGRD
10	Nancy Soletti	al.	Alberta Alligator	2188	15063 PHI	2010	UGRD
11	Nancy Soletti	1.00 million (100 million)	Alberta Alligator	2188	15063 PHI	2010	UGRD
12	Nancy Soletti	122	Alberta Alligator	2188	15063 PHI	2010	UGRD
13	Joseph Uong		Alberta Alligator	2188	13598 ENC	1102	UGRD
14	Joseph Uong		Alberta Alligator	2188	15063 PHI	2010	UGRD
15	Joseph Uong		Alberta Alligator	2188	15063 PHI	2010	UGRD

- 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 List					Personalize F	Find 💷 🔣	First 🕚 1-8	7 of 87 🛞 Last	:
Fields 1-7 Fields 8-	11 Fields 12-19	Fie <u>l</u> ds 20-25	Field	s 26-30	Fields 31-35	Fields <u>3</u> 6-40	Fields <u>4</u> 1-44	Fields 4 <u>5</u> -48	
Enrollment Request II) Last U	odate DateTime		Enrollment	t Request Source	Enr	ollment Req Detail Se	quence	
1 0000141606	04/04	2018 11:41:38AM		Quick En	roll				1
2 0000141608	03/05	2018 3:27:57PM		Quick En	roll				1
3 0000141610	03/05	2018 3:29:53PM		Quick En	roll				1
4 0000141612	03/05	2018 3:31:08PM		Quick En	roll				1
5 0000141618	03/05	2018 3:42:48PM		Quick En	roll				1
6 0000141618	03/05	2018 3:43:34PM		Quick En	roll				2
7 0000141720	03/08	2018 2:40:09PM		Enrollmer	nt Request				1
8 0000142019	03/21	2018 4:00:43PM		Enrollmer	nt Request				1
9 0000142019	03/21	2018 3:59:54PM		Enrollmer	nt Request				2
10 0000142019	03/21	2018 4:32:39PM		Enrollmer	nt Request				3

- 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

Fields 1-7	Fjelds 8-11	Fields 12-19	Fields 20-25	Fields 26-30	Fields 31-35	Fields <u>3</u> 6-40	Fields 4	1-44 Fie	elds 4 <u>5</u> -48
Enrollmen Action	t Request	Enrollment Action Reason	Enrollment	Action Date	Units Taken	Course Count	Repeat Code	Grade Input	Grading Basis
1 Enroll					3.00	1.00	Q		GRD
2 Enroll					3.00	1.00	Q		GRD
3 Enroll					3.00	1.00	Q		GRD
4 Enroll					3.00	1.00	Q		GRD
5 Enroll					3.00	1.00	Q		GRD
6 Add Grad	de				3.00	1.00	Q	A	GRD
7 Enroll					2.00	1.00	Q		GRD
8 Enroll					3.00	1.00	Q		GRD
9 Enroll					1.00	1.00	Q		GRD
0 Drop					3.00	1.00	Q		GRD

- 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 billingpurposes
 - NOTE: this number should be 1



FIELDS 20-25

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

Enrollm	ent List				Personalize F	Find 🖓 🔣	First 🕚	1-87 of 87 🛞 Las	t
Fields 1-7	Fjelds 8-1	1 Fields 12-19	Fields 20-25	Fields 26-3	0 Fields 31-35	Fields <u>3</u> 6-40	Fields 41-4	I4 Fields 45-48	
Class Per	Class Permission Nbr Change to Class Nbr Drop This Class		if Enrolled C	hange To Wait List Nbr	Related Clas	ated Class Number 1 Related Class			
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									

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

Check boxes show what overrides were entered for the transaction

FIELDS 41-44

Enrollm	ent List				Personalize	Find 🖾 🔣	First 🕚 1-8	7 of 87 🛞 Last	t.
Fields 1-7	Fjelds 8-11	Fields 12-19	2-19 Fields 20-25 Fields 26-3		Fields 31-35	Fields 31-35 Fields 36-40		Fields 45-48	
Enrollment Req Detail Status Requirement Designation		on Requi	rement Designation	Option	Requirement Designation Grade				
1 E		W	26	Ν					
2 P				N					
3 P V		W	WR6 N						
4 P		W	WR6						
5 P				N					
6 P				N					
7 P				N					
8 S				N					
9 S				N					
10 S				N					
11 S				N					

- **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.



Student Information System

myUFI

UF.

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

Enrollm	ent List				Personalize	Find 🖾 🔣	First 🕚 1-8	7 of 87 🛞 Last	t		
Fields 1-7	Fjelds 8-11	Fields 12-19	Fields 20-25	Fields 26-30	Fields 31-35	Fields <u>3</u> 6-40	Fields <u>4</u> 1-44	Fields 45-48	-		
Trans	cript Note ID	Trai	nscript Note Exists	Flag	A	cademic Program	Overrid	Override Dynamic Dates			
1					U	IGHHU					
2					U	IGHHU					
3					U	IGHHU					
4					U	UGHHU					
5					G	GRENG					
6					G	GRENG					
7					U	UGHHU					
8					U	UGHHU					
9	9						U	UGHHU			
10					U	IGHHU					
11					U	IGHHU					

- Transcript Note ID: When populated, indicates that a transcript note is attached to the classenrollment
- 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 registrar.ufl.edu