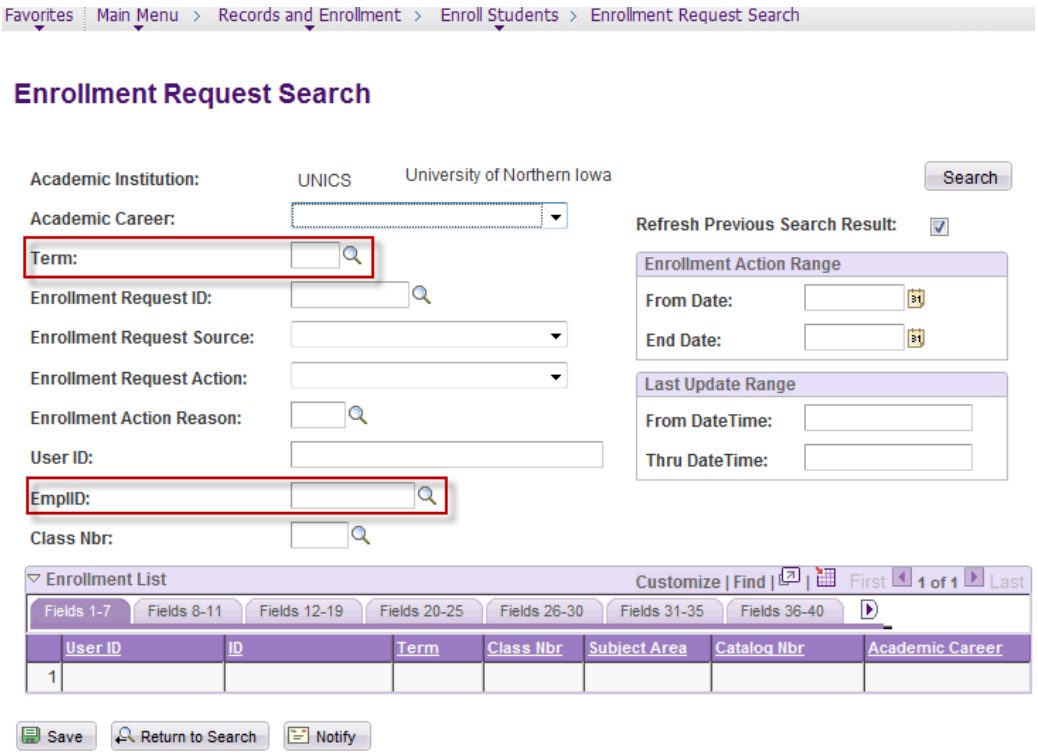
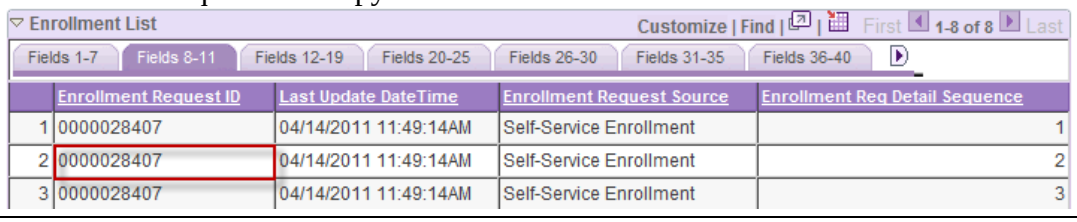
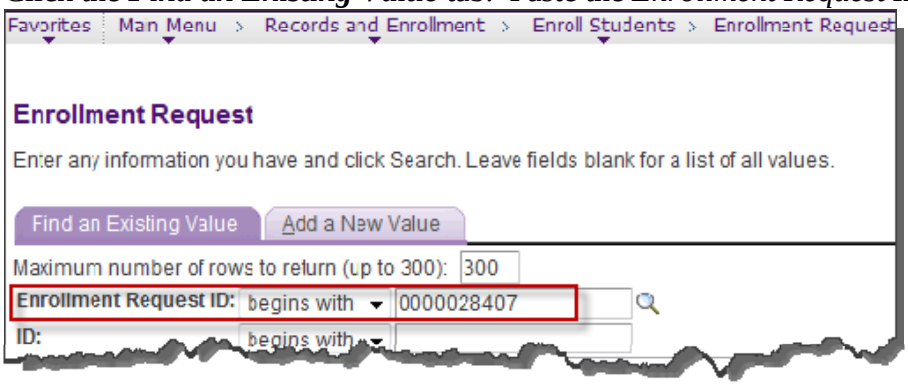
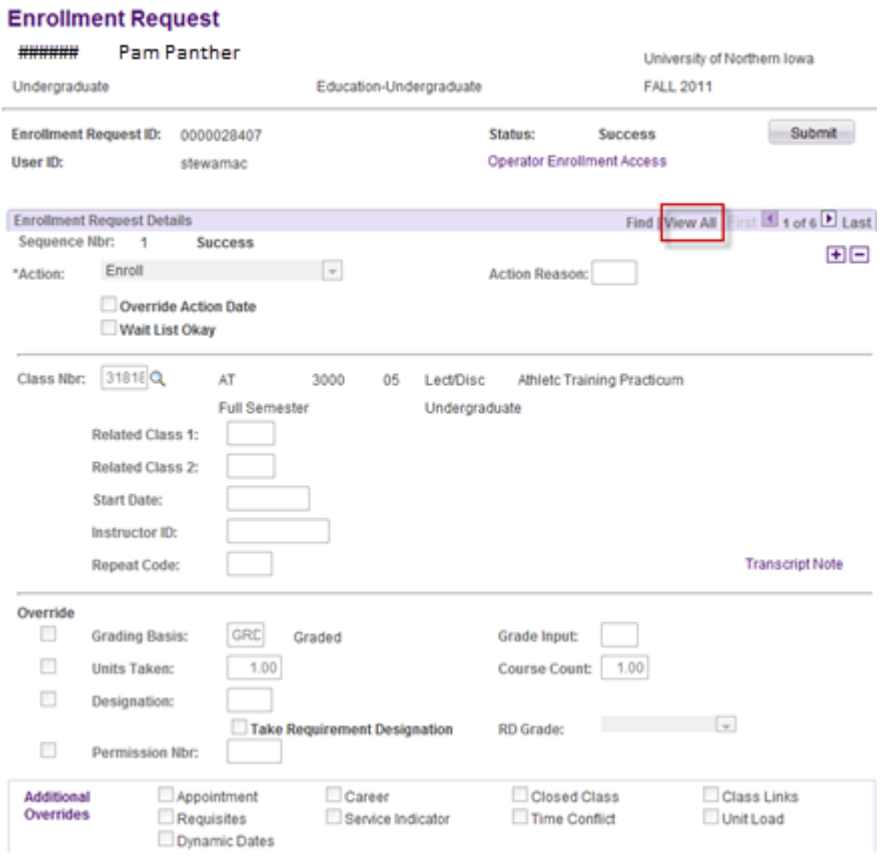
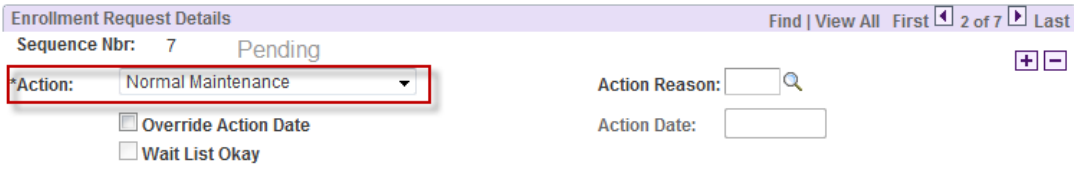
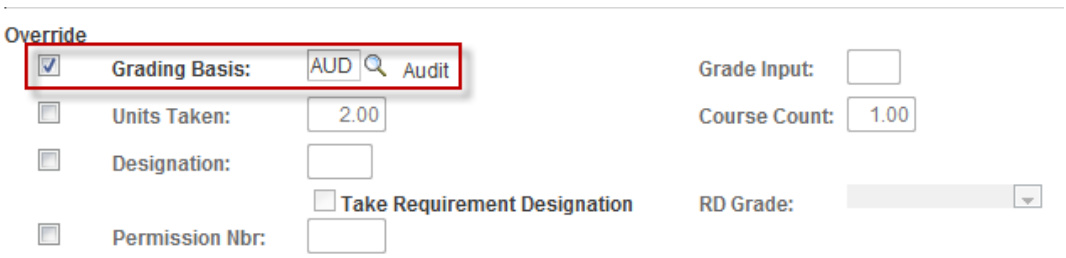
Using Enrollment Request

Purpose: The **Enrollment Request** page enables you to enter and make enrollment updates for student. The following table describes how to use **Enrollment Request Search and Enrollment Request** to update an enrollment transaction (Eg. Student wishes to take a class on an "Audit" grading basis).

Step	Action
1.	First, use the **Enrollment Request Search** feature to obtain the *Enrollment Request ID*. Navigate to **Main Menu > Records and Enrollment > Enroll Students > Enrollment Request Search.** Enter *UNICS*, if prompted.
2.	On the Enrollment Request Search page, enter the term and the student's id. 
3.	Click the **Search** button in the upper right corner. The list of enrollment records displays. Find the appropriate course, click the Fields 8-11 tab to view the Enrollment Request ID. Copy that ID.  Enrollment Request ID | Last Update DateTime | Enrollment Request Source | Enrollment Req Detail Sequence 1 | 0000028407 | 04/14/2011 11:49:14AM | Self-Service Enrollment | 1 2 | 0000028407 | 04/14/2011 11:49:14AM | Self-Service Enrollment | 2 3 | 0000028407 | 04/14/2011 11:49:14AM | Self-Service Enrollment | 3

Step	Action
4.	Next, enter the *Enrollment Request ID* on the **Enrollment Request** page. Navigate to: **Main Menu > Records and Enrollment > Enroll Students > Enrollment Request**
5.	Click the ***Find an Existing Value*** tab. Paste the *Enrollment Request ID.* 
6.	Click the **Search** button. The Enrollment Request page displays. Notice the number of requests in the Enrollment Request Details header. Use the **View All** or **Next** button to navigate to a request you wish to view. 

Step	Action
7.	To make an update or add a new request, click the **Add New Row** button.
8.	In the **Action** field, select the appropriate action. For this example, use *Normal Maintenance*. 
9.	Enter or select the class number
10.	Select the appropriate override. In this example, select the **Grading Basis** checkbox. Once the checkbox is selected, use the **look up** button to select the desired grading basis (e.g. AUD - Audit) 
11.	Click the **Submit** button.