

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 <i>Enrollment</i> <i>Request ID</i> . Navigate to Main Menu > Records and Enrollment > Enroll Students > Enrollment Request Search. Enter <i>UNICS</i> , if prompted.
2.	On the Enrollment Request Search page, enter the term and the student's id. Favorites Main Menu > Records and Enrollment > Enroll Students > Enrollment Request Search
	Enrollment Request Search
	Academic Institution: UNICS University of Northern Iowa Search
	Academic Career:
	Term: C
	Enrollment Request ID: From Date:
	Enrollment Request Source:
	Enrollment Request Action:
	Enrollment Action Reason: C From DateTime:
	User ID: Thru DateTime:
	EmpliD:
	Class Nbr:
	Fields 1-7 Fields 8-11 Fields 12-19 Fields 20-25 Fields 26-30 Fields 31-35 Fields 36-40
	User ID ID Term Class Nbr Subject Area Catalog Nbr Academic Career 1
	Save Return to Search E Notify
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.
	Customize Find Image: First Image: F
	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 <i>Enrollment Request ID</i> 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. Favorites Man Menu > Records and Enrollment > Enroll Students > Enrollment Request Enrollment Request Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value Maximum number of rows to return (up to 300): Barollment Request ID: begins with < 0000028407
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. Enrollment Request University of Northern Iowa University of Northern Iowa University of Northern Iowa Enrollment Request ID: 0000028407 User ID: 0000028407 Status: Success Submit Enrollment Request Details Enrollment Request Details Enrollment Request Details Sequence Nbr: 1 Success Here I are I a
	*Action: Enror Action Reason: Class Nbr: 31816 A AT 3000 05 Lect/Disc Athletc Training Practicum Full Semester Undergraduate Related Class 1: Related Class 2: Start Date: Instructor ID: Repeat Code: Transcript Note Override Grading Basis: GRE Graded Grade Input: Units Taken: 100 Course Count: 100 Designation: Take Requirement Designation RD Grade: Permission Nbr: Additional Appointment Career Closed Class Class Links Overrides Requisites Service Indicator Time Conflict Unit Load



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. Enrollment Request Details Sequence Nbr: 7 Pending *Action: Normal Maintenance @ Override Action Date @ Wait List Okay
9.	Enter or select the class number Class Nbr: 36369 AT 3060 01 Lect/Disc Athletic Training Admin
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) <u>override</u> <u>Grading Basis: AUD Audit</u> <u>Units Taken: 2.00</u> <u>Designation:</u> <u>Take Requirement Designation</u> <u>RD Grade:</u>
11.	Click the Submit button.