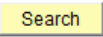


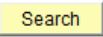


Viewing Enrollment Transaction History

Viewing enrollment transaction history allows you to view exactly when and how a student was enrolled in, placed on a wait list, changed position on a wait list, swapped, or dropped from a class. You can search for all transactions within a specified term for an individual student or individual class.

1	From the Main Menu, click Records and Enrollment
2	Click Enroll Students
3	Click Enrollment Request Search
4	Click 
5	Enter the term that you would like to view enrollment for
6	<p>You can use this page to view all of the enrollment transactions for a particular student or class.</p> <p>To view transactions for a <u>student</u>, enter their University ID# in the Empl ID field. To search by a student's name, click the Look up Empl ID icon (.</p> <p>To view transactions for a <u>class</u>, enter the 5-digit class number in the Class Nbr field. To conduct a more advanced class search, click the Look up Class Nbr icon (.</p>
7	Click 
8	<p>All enrollment transactions for the student or class from that term will be displayed after you click Search. The first 7 columns display the User ID of the person who conducted the transaction, the University ID of the student who was enrolled, the term, the class number, subject area, catalog number, and academic career.</p> <p>You can find additional information by toggling through the tabs. Some important items to note include:</p> <ul style="list-style-type: none"> • Field 9 displays the date and time of the transaction • Field 10 displays the source of the enrollment transaction (ex: Quick Enroll, Self Service, Wait List Engine) • Field 12 displays the type of enrollment transaction (ex: enroll, drop, swap) • Field 15 displays the number of class units • Field 19 displays the grading basis • Fields 26-39 display the overrides that are available on the Quick Enroll a Student page