

# Enrollment Request Search

**Purpose:** Use this page to view enrollment transactions processed for a student in ctcLink.

**Audience:** Student Records staff.

! You must have at least one of these local college-managed security roles:

## **Enrollment Request Search**

- **ZD SR Super User**
- **ZD SR Term Activation**
- **ZZ SR Enrollment Summary**
- **ZZ SR Term Activation**

## **Enrollment Request** ([View Error Message](#))

- **ZD SR Enroll Students**
- **ZD SR Super User**
- **ZZ SR Enroll Students**

A user must ALSO have the [ZZ SACR User Defaults](#) role because you can't perform the enrollment request search unless you have your institution default set (see callout box below).

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

## Enrollment Request Search

**Navigation:** Records and Enrollment > Enroll Students > Enrollment Request Search

1. The default option is **Find an Existing Value**.
2. Enter or look up the **Academic Institution** by selecting the looking glass. You must set your Institution [User Defaults](#) before using this page.
3. Select the **Search** button.
4. The **Enrollment Request Search** page displays.

# Search Criteria Section

 This search will provide information about who submitted the enrollment request, ID, the enrollment request source, overrides if any were specified, whether the enrollment request was successful, and any messages (warnings) or errors encountered.

1. To search for an enrollment request, enter values for at least two fields (e.g., Term and ID).
  - a. **Academic Career:** Activate the drop-down menu and select an Academic Career.
  - b. **Term:** To select a Term from the Lookup list, click the magnifying glass icon to the right of the field.
  - c. **Enrollment Request ID:** When an enrollment request is submitted, an Enrollment Request ID is assigned. View additional details on the enrollment request through Records and Enrollment > Enroll Students > Enrollment Request > Find an Existing Value > Enter the Enrollment Request ID and select search.
  - d. **Enrollment Request Source:** The enrollment request source is the process that generates the enrollment request. Activate the drop-down menu to select a source.
    - Class Roll
    - Enrollment
    - Enrollment Request
    - Fluid Cls Srch Enrl SFF
    - Fluid Cls Srch Enrl non-SFF
    - Fluid Self Service SFF
    - Fluid Self Service non-SFF
    - Grade Lapse
    - Mass Enrollment
    - Post Enrl Req Chk Batch
    - Post Enrl Req Chk Online
    - Quick Enroll
    - Req Chk Drop Batch
    - Req Chk Drop Online
    - Self-Service Grade Posting
    - Self-Service Enrollment
    - Student Financials Batch
    - Term Withdrawal Engine
    - Test Administration (NLD)
    - Wait List Engine
  - e. **Enrollment Request Action:** Enter or look up the Enrollment Request Action history by selecting an enrollment request action from the drop-down menu.
  - f. **Enrollment Action Reason:** Enter or look up the Enrollment Action Reason history by selecting an enrollment request action from the drop-down menu.
  - g. **User ID:** Enter the user ID of the person who processed the enrollment transaction.

- h. **ID**: Enter the ID of the student whose enrollment history you want to view.
- i. **Class Nbr**: Class transactions can be searched by specifying a term
- j. **Enrollment Action Range**: Input range of dates used for the enrollment action based on the action date, which can be overridden.
- k. **Last Update Range**: Input range of system process dates

2. Select **Search**.

## Enrollment List Section

1. The **Enrollment List** section of the page populates.
2. Select individual tabs to view information or select the "**Show All Columns**" icon to expand all columns. The following are a few of those columns:
  - a. **Last Update Date Time** column displays when the enrollment request was processed.
  - b. **Enrollment Request Source** column tells you whether the student processed the enrollment request via Self-Service Enrollment or by a staff member via Quick Enroll or Enrollment Request.
  - c. **Overrides** to the enrollment request display.
  - d. The **Enrollment Request Detail Status** column will display an S if the action was successful, an E if there were any errors, a P if the request is pending, or any messages.  
**NOTE**: If there is a message, the enrollment action was processed, but there is a warning.

## View Error Messages

1. To view an **Enrollment Req Detail Status** error message for a specific student, note the **Enrollment Request ID**.
2. Navigate to the Enrollment Request page. Navigation: Records and Enrollment > Enroll Students > Enrollment Request.
3. Select the **Find an Existing Value** tab on the **Enrollment Request Search Criteria** page.
4. Enter the **Enrollment Request ID** you copied from the Enrollment Request Search page.
5. Select **Search**.
4. **Enrollment Request** page displays.
5. Scroll down to the **Error Messages** panel to view the text and explain the student's failed enrollment request.
6. Process complete.

## Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

## View Tutorial Via Panopto

View the external link to [Enrollment Request Search](#). This link will open in a new tab/window.