


## 9.2 Changing an Enrollment Status from Credit-to-Audit via Enrollment Request

**Purpose:** Use this document as a reference on how to change an enrollment status from credit-to audit.

**Audience:** Student Records staff

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

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

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

### Step 1 - Processing a Credit-to-Audit

**Navigation:** NavBar > Navigator > Records and Enrollment > Enroll Students > Enrollment Request

1. The **Enrollment Request** search page displays.
2. Select the **Add a New Value** tab.
3. **ID:** Enter or Look Up
4. **Academic Career:** Enter or Look Up
5. **Academic Institution:** Enter or look up your Institution code
6. **Term:** Enter or Look Up
7. Select **Add**.

Records
Enrollment Request

### Enrollment Request

Find an Existing Value
Add a New Value

ID 201297267
Academic Career UGRD
Academic Institution WA220
Term 2213

Add

Find an Existing Value | Add a New Value

- On the **Enrollment Request** page, select **Normal Maintenance** from the **Action** field drop-down list.

Records
Enrollment Request

### Enrollment Request

201297267 Francis Nidless
Academic Career Academic
Tacoma CC
SPRING 2021

Enrollment Request ID 0000000000
Status Pending
Submit

User ID CTC\_TMARTIN
Operator Enrollment Access

#### Enrollment Request Details

Sequence Nbr 1 Pending
Find | View All First 1 of 1 Last

\*Action Normal Maintenance

☐ Override Action Date
☐ Wait List Okay

Action Reason
Action Date

Class Nbr

Related Class 1
Related Class 2
Instructor ID
Repeat Code

Transcript Note

Override
☐
Grading Basis
Grade Input

- Enter **Class Nbr** or select looking glass and uncheck the class student is requesting to audit.

Enrollment Request

Enrollment Request

201297267

Francis Nidless

Academic Career

Academic

Tacoma CC

SPRING 2021

Enrollment Request ID 0000000000

Status Pending

Submit

User ID CTC\_TMARTIN

Operator Enrollment Access

Enrollment Request Details

Find | View All

First 1 of 1 Last

Sequence Nbr 1 Pending

\*Action Normal Maintenance

Action Reason

☐ Override Action Date
 ☐ Wait List Okay

Action Date

Class Nbr 5491

BIOL& 160 01A Laboratory General Cell Biology

Regular Academic Session Academic Career

Related Class 1

Related Class 2

Instructor ID

Repeat Code

Transcript Note

Override

Grading Basis GRD Graded

Grade Input

10. In the **Override** section, check the **Grading Basis** checkbox.
11. Select the looking glass and choose **AUD** (Audit).

Enrollment Request

Enrollment Request

☐ Wait List Okay

Class Nbr 5491

BIOL& 160 01A Laboratory General Cell Biology

Regular Academic Session Academic Career

Related Class 1

Related Class 2

Instructor ID

Repeat Code

Transcript Note

Override

☒ Grading Basis AUD Audit
 

Grade Input

☐ Units Taken 5.00
 

Course Count 1.00

☐ Designation
 

☐ Take Requirement Designation
 

RD Grade

☐ Permission Nbr

Additional Overrides

☐ Appointment
 ☐ Career
 ☐ Closed Class
 ☐ Class Links

☐ Requisites
 ☐ Service Indicator
 ☐ Time Conflict
 ☐ Unit Load

☐ Dynamic Dates

Error Messages

Message Sequence

Last Update DateTime

12. Select **Submit**.
13. **Status = Success.**

9.2 Changing an Enrollment Status from Credit-to-Audit via Enrollment Request

Page 3

Enrollment Request

Enrollment Request

Enrollment Request

201297267 Francis Nidless

Academic Career Academic

Tacoma CC

SPRING 2021

Enrollment Request ID 0005726117

Status Success

Submit

User ID CTC\_TMARTIN

Operator Enrollment Access

Enrollment Request Details

Find | View All First 1 of 1 Last

Sequence Nbr 1 Success

\*Action Normal Maintenance

Action Reason

Override Action Date

Wait List Okay

Class Nbr 5491

BIOL& 160 01A Laboratory General Cell Biology

Regular Academic Session Academic Career

Related Class 1

Related Class 2

Instructor ID

Repeat Code

Transcript Note

Override

Grading Basis AUD

Audit

Grade Input

Units Taken 5.00

Course Count 1.00

## Step 2 - Grade Input / Add Grade

- In the **Enrollment Request Details** section, select the plus icon **[+]** to add a new row.

Enrollment Request

Enrollment Request

Enrollment Request

201297267 Francis Nidless

Academic Career Academic

Tacoma CC

SPRING 2021

Enrollment Request ID 0005726117

Status Success

Submit

User ID CTC\_TMARTIN

Operator Enrollment Access

Enrollment Request Details

Find | View All First 1 of 1 Last

Sequence Nbr 1 Success

\*Action Normal Maintenance

Action Reason

Override Action Date

Wait List Okay

Class Nbr 5491

BIOL& 160 01A Laboratory General Cell Biology

Regular Academic Session Academic Career

Related Class 1

Related Class 2

Instructor ID

Repeat Code

Transcript Note

Override

Grading Basis AUD

Audit

Grade Input

Units Taken 5.00

Course Count 1.00

- Sequence Nbr 2** row displays.

3. Select **Add Grade** from the **Action** field drop-down list.
4. Enter **Class Nbr.** or select looking glass and uncheck the class student requesting audit (*the class from Step-1 #9*).

Enrollment Request

Enrollment Request

201297267 Francis Nidless Tacoma CC  
Academic Career Academic SPRING 2021

Enrollment Request ID 0005726117 Status Pending Submit  
User ID CTC\_TMARTIN Operator Enrollment Access

Enrollment Request Details Find View All First 2 of 2 Last

Sequence Nbr 2 Pending  
\*Action Add Grade Action Reason Action Date  
☐ Override Action Date  
☐ Wait List Okay

Class Nbr Class Nbr from Step - 1  
Related Class 1  
Related Class 2  
Instructor ID  
Repeat Code Transcript Note

Override  
☐ Grading Basis Grade Input

5. Select the **Grade Input** looking glass.
6. Select the **"N" Grade Input** value.

Enrollment Request

Enrollment Request

Related Class 1  
Related Class 2  
Instructor ID  
Repeat Code

Override  
☒ Grading Basis AUD Audit  
☐ Units Taken 0.00  
☐ Designation  
☐ Take Requirement Designation  
☐ Permission Nbr

Additional Overrides  
☐ Appointment ☐ Career  
☐ Requisites ☐ Service Indicator  
☐ Dynamic Dates

Error Messages  
Message Sequence

Look Up Grade Input

SetID WA220  
Student Grading Scheme ACA  
Grading Basis AUD  
Grade Input begins with  
Description begins with  
Look Up Clear Cancel Basic Lookup

Search Results  
View 100 First 1 of 1 Last  

Grade Input	Description
N	Audit

7. Select **Submit**.
8. **Status = Success.**

Enrollment Request

Enrollment Request

Academic Career
Academic
SPRING 2021

Enrollment Request ID 0005726117
Status Success
Submit

User ID CTC\_TMARTIN
Operator Enrollment Access

Enrollment Request Details
Find | View All
First 2 of 2 Last

Sequence Nbr 2
Success

\*Action Add Grade
Action Reason

☐ Override Action Date
☐ Wait List Okay

Class Nbr 5491
BIOL& 160 01A Laboratory General Cell Biology
Regular Academic Session Academic Career

Related Class 1
Related Class 2
Instructor ID
Repeat Code
Transcript Note

Override
☒
Grading Basis AUD Audit
Grade Input N N

☐
Units Taken 5.00
Course Count 1.00

☐
Designation
☐ Take Requirement Designation
RD Grade

9. Process complete.