

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 🔍

Academic Career 🔍

Academic Institution 🔍

Term 🔍

Add

Find an Existing Value | Add a New Value

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

Records Enrollment Request

Enrollment Request

201297267 Francis Nidless ⊘ Tacoma CC
 Academic Career Academic 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

Action Reason 🔍

Override Action Date Action Date

Wait List Okay

Class Nbr 🔍

Related Class 1

Related Class 2

Instructor ID

Repeat Code 🔍 Transcript Note

Override Grading Basis Grade Input

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

Enrollment Request

201297267 Francis Nidless Tacoma CC
Academic Career Academic SPRING 2021

Enrollment Request ID 0000000000 Status Pending
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 Action Date
 Wait List Okay

Class Nbr 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

Wait List Okay

Class Nbr 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 Audit Grade Input

Units Taken Course Count

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.**

Enrollment Request

201297267 Francis Nidless Tacoma CC
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 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

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

Enrollment Request

201297267 Francis Nidless Tacoma CC
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 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

2. **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*).

The screenshot shows the 'Enrollment Request' form. At the top, it displays 'Enrollment Request' and 'Enrollment Request Details'. The form includes fields for 'Sequence Nbr' (2), 'Status' (Pending), 'Enrollment Request ID' (0005726117), 'User ID' (CTC_TMARTIN), and 'Operator' (Enrollment Access). A red box highlights the '*Action' dropdown menu, which is set to 'Add Grade'. Below this, there are checkboxes for 'Override Action Date' and 'Wait List Okay'. The 'Class Nbr' field is highlighted with a red box, and a red arrow points to it from the text 'Class Nbr from Step - 1'. Other fields include 'Related Class 1', 'Related Class 2', 'Instructor ID', 'Repeat Code', 'Transcript Note', 'Override', 'Grading Basis', and 'Grade Input'.

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

The screenshot shows the 'Enrollment Request' form with a 'Look Up Grade Input' dialog box open. The dialog box has a 'Help' button in the top right corner. It displays the following information: SetID: WA220, Student Grading Scheme: ACA, Grading Basis: AUD, Grade Input: begins with [dropdown], and Description: begins with [dropdown]. Below this information are buttons for 'Look Up', 'Clear', and 'Cancel', along with a 'Basic Lookup' link. The 'Search Results' section shows 'View 100', 'First', '1 of 1', and 'Last'. The search results table has two columns: 'Grade Input' and 'Description'. The first row shows 'N' under 'Grade Input' and 'Audit' under 'Description'.

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
RD Grade

Take Requirement Designation

9. Process complete.