

Academic Information Systems

Enrollment Request

7/19/2017
Version 2.0

Enrollment Request

Enrollment Request allows users to add, drop, swap, and change grading basis on behalf of students. Whenever possible it is recommended students submit enrollment requests themselves, however in certain, unique situations, it may be required for a staff member to submit enrollment requests.

This training manual documents the process by which one submits an enrollment request.

If you have questions please email Tchad Sanger (cpsanger@ucsc.edu).

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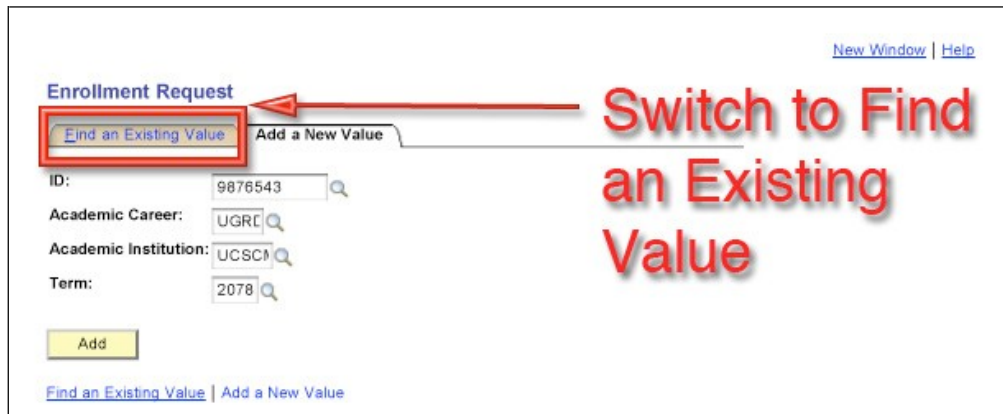
Module 1: Adding an Enrollment Request

Objectives:

- Navigating to Enrollment Request
- Adding an Enrollment Request

Lesson 1: Navigating to Enrollment Requests

1. Login to <http://my.ucsc.edu>, and either
 - Click the Advising and Curriculum tile, and on the page that appears click Curriculum > Enrollment Request, **OR**
 - From the NavBar, click the Navigator button, then click Records and Enrollment > Enroll Students > Enrollment Request



The screenshot shows the 'Enrollment Request' form. At the top right, there are links for 'New Window' and 'Help'. Below the title, there are two tabs: 'Find an Existing Value' (highlighted with a red box) and 'Add a New Value'. A red arrow points from the text 'Switch to Find an Existing Value' to the 'Find an Existing Value' tab. The form contains the following fields: ID: 9876543, Academic Career: UGRC, Academic Institution: UCSCA, and Term: 2078. Each field has a search icon. Below the fields is a yellow 'Add' button. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

2. Enter ID, Career, Institution, and Term Data.
3. Click Add.
4. Find an Existing Value. *Users may also search for existing Enrollment Requests by clicking on the Find an Existing Value tab.*

Lesson 2: Adding an Enrollment Request

1. Enter Enrollment Action and Action Reason if available.

The screenshot shows the 'Enrollment Request' form. At the top, it displays 'UC Santa Cruz' and '2007 Fall Quarter'. Below this, there are fields for 'Enrollment Request ID: 00000000' and 'User ID: BSAUCR'. The 'Enrollment Request Details' section shows 'Sequence Nbr: 1' and 'Status: Pending'. The 'Action' dropdown menu is set to 'Enroll', and the 'Action Reason' dropdown is empty. Red arrows point to these two dropdown menus with the labels 'Enrollment Action' and 'Enrollment Action Reason' respectively.

Enrollment Actions are Enroll, Drop, Swap, and Normal Maintenance (change grading option). Records and Enrollment Advisers in the Office of the Registrar also have access to Add Grades, Remove Grades, and Change Grades.

2. Enter Class Data (Lesson 3).

The screenshot shows the 'Class Data' form. It includes fields for 'Class Nbr.', 'Related Class', 'Start Date', 'Instructor ID', and 'Repeat Code'. Red arrows point to the 'Class Nbr.' and 'Related Class' fields with the labels 'Class Number' and 'Secondary' respectively.

3. Click Submit at the top of the page.
4. Check Messages.
5. Enter Overrides if necessary and Re-Submit.

The screenshot shows the 'Override' section and the 'Error Messages' section. The 'Override' section includes fields for 'Grading Basis', 'Units Taken', 'Designation', 'Permission Nbr.', 'Grade Input', and 'Course Count'. Below these are 'Additional Overrides' checkboxes for Appointment, Career, Closed Class, Class Links, Requisites, Service Indicator, Time Conflict, and Unit Load. The 'Error Messages' section shows a 'Message Sequence' and 'Last Update DateTime'. Red arrows point to the 'Override' section and the 'Error Messages' section with the labels 'Overrides' and 'Messages' respectively.

6. Courses with required co-requisite, credited labs require one request with the course and one request with the lab.

Notes:

[New Window](#) | [Help](#) | [Customize Page](#)

Enrollment Request

1010661 Theodore Reid Undergraduate UC Santa Cruz 2007 Fall Quarter

Enrollment Request ID: 000000000 Status: Pending

User ID: CPSANGER [Operator Enrollment Access](#)

Enrollment Request Details Find | View All First 1 of 1

Sequence Nbr: 1 Pending

Action:
 Action Reason:
 Override Action Date
 Wait List Okay

7. Enter the course and section.
8. Click the Add a Row icon.
9. Enter co-requisite lab and section.



Question and Answer Session

Module 2: Searching for Classes

Objectives:

- Entering Search Criteria
- Viewing Search Results
- Viewing Class Detail

Lesson 1: Entering Search Criteria

1. To look up classes in Class Search, click on the magnifying glass next to Class Nbr.

Enrollment Request

Enter Search Criteria

UC Santa Cruz | 2007 Fall Quarter

Select at least 2 search criteria. Click search to view your search results.

Class Search Criteria

Course Subject: American Studies

Course Number: [input]

Course Career: [input]

Show Open Classes Only

Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

Meeting Time: between [input] and [input] (example: 1:00PM)

Day of Week: Include Only These Days [input]

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name: [input]

GenEd Requirements: [input]

Class Nbr: [input] (example: 10126)

Course Title Keyword: [input] (example: statistics)

Course Units: between [input] and [input]

Course Component: [input]

Mode of Instruction: [input]

Campus: [input]

Location: [input]

[Return to Enrollment Request](#)

Notes:

2. Enter search criteria, expanding Additional Search Criteria if necessary.
3. Click Search.



Question and Answer Session

Lesson 3: Viewing Search Results

1. Search Results Page

Enrollment Request

Search Results

When available, click [View All Sections](#) to see all sections of the course.

UC Santa Cruz | **Search Criteria**

The following classes match your search criteria Course Subject: **American Studies**, Show Open Classes Only: **No**

[Return to Enrollment Request](#) [START A NEW SEARCH](#)

Open/Closed Icons Open Closed

Expanded Course

AMST 2 - California and Californians

Section 01-LEC(10013) Status [select class](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 11:00AM - 12:10PM	Media Theater M110	Conal Ho, Forrest Robinson, John Moss, Katie Woolsey, Sarah Yahm	09/27/2007 - 12/07/2007
Th 7:00PM - 10:00PM	Media Theater	Staff	09/27/2007 - 12/07/2007

Collapsed Course

AMST 80F - Introduction to U.S. Popular Cultures

Class Details

AMST 80G - Introduction to U.S. Political Culture

Section 01-LEC(22971) Status [select class](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MoWe 5:00PM - 6:45PM	Merrill Acad 102	Gabriel Brahm, Jeremy Throne	09/27/2007 - 12/07/2007

Section 01A-DIS(22972) Status

Session Regular

Days & Times	Room	Instructor	Meeting Dates
Tu 10:00AM - 11:10AM	Oakes Acad 101	Jeremy Throne	09/27/2007 - 12/07/2007

Section 01B-DIS(22973) Status

Session Regular

Days & Times	Room	Instructor	Meeting Dates
We 9:30AM - 10:40AM	Oakes Acad 101	Staff	09/27/2007 - 12/07/2007

Open Section

Add Course to Enrollment Request

Notes:

- To view a class, click on the Expand/Collapse triangle.
- To select a course to add to the Enrollment Request, click on the select class icon.



Question and Answer Session

Lesson 2: Viewing Course Detail

Enrollment Request

Class Detail

AMST 80G - 01 Introduction to U.S. Political Cultures
 UC Santa Cruz | 2007 Fall Quarter | Lecture

[Return to Enrollment Request](#) [VIEW SEARCH RESULTS](#) [SELECT CLASS](#)

Class Details			
Status	<input type="checkbox"/> Closed	Career	Undergraduate
Class Number	22971	Dates	9/27/2007 - 12/7/2007
Session	Regular Academic Session	Grading	Student Option
Units	5 units	Location	UC Santa Cruz Main Campus
Class Components	Discussion Optional Lecture Required	Campus	UC Santa Cruz Main

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
MoWe 5:00PM - 6:45PM	Merrill Acad 102	Gabriel Brahm, Jeremy Throne	09/27/2007 - 12/07/2007

Enrollment Information

General Education T5-Humanities and Arts or Social Sciences

Class Availability			
Class Capacity	0	Wait List Capacity	0
Enrollment Total	97	Wait List Total	0
Available Seats	0		

Description

Introduces key concepts and debates around topics such as political economy, nationalism, globalization, citizenship, class, and social movements and addresses their importance to American studies. Examines these issues through attention to political theory, social transformations, and cultural representations.

[Return to Enrollment Request](#) [VIEW SEARCH RESULTS](#) [SELECT CLASS](#)

- To select a course to add to the Enrollment Request, click on the Select Class icon. To return to search click on View Search Results icon.



Question and Answer Session

Notes:

Module 3: Submitting an Enrollment Request

Objectives:

- Adding a Related Section
- Viewing Messages

Lesson 1: Adding a Related Section

1. Click on look up icon.

Class Nbr: 22971 AMST 80G 01 Lecture US Political Ctrns
 Undergraduate

Related Class 1:

Instructor ID:

Repeat Code:

Override

Grading Basis: GRD Graded Grade Input:

Units Taken: Course Count:

Designation: T5 (TH or TS)

Take Requirement Designation RD Grade: ()

Permission Nbr:

Additional Overrides: Appointment Career Closed Class Class Links
 Requisites Service Indicator Time Conflict Unit Load

2. Select section.

[New Window](#) | [Help](#)

Look Up Related Class 1

Search Results

View All First 1-6 of 6 Last

Academic Institution	Term	Class Nbr	Related Class Nbr	Subject Area	Catalog Nbr	Session	Course	Component	Class	Section
UCSCM	2078	22971	22972	AMST	80G	Regular	Discussion			01A
UCSCM	2078	22971	22973	AMST	80G	Regular	Discussion			01B
UCSCM	2078	22971	22974	AMST	80G	Regular	Discussion			01C
UCSCM	2078	22971	22975	AMST	80G	Regular	Discussion			01D
UCSCM	2078	22971	23406	AMST	80G	Regular	Discussion			01E
UCSCM	2078	22971	23410	AMST	80G	Regular	Discussion			01F



Question and Answer Session

Notes:

Lesson 2: Viewing Messages

1. Review Enrollment Status and Messages

Enrollment Request

9876543 UC Santa Cruz
Undergraduate Undergraduate 2007 Fall Quarter

Enrollment Request ID: 0002031856 Status: Errors Found Submit
User ID: CPSANGER Operator Enrollment Access

Enrollment Request Details Find | View All First 1 of 1 Last

Sequence Nbr: 1 Errors

*Action: Enroll Action Reason: Action Date:
 Override Action Date
 Wait List Okay

Class Nbr: 22971 AMST 80G 01 Lecture US Political Ctrrs
Regular Academic Session Undergraduate
Related Class 1: 23410 01F Discussion
Related Class 2:
Start Date:
Instructor ID:
Repeat Code: Transcript Note

Override
 Grading Basis: GRC Graded Grade Input:
 Units Taken: Course Count:
 Designation: T5 (TH or TS)
 Permission Nbr: Take Requirement Designation RD Grade: ()

Additional Overrides: Appointment Career Closed Class Class Links
 Requisites Service Indicator Time Conflict Unit Load

Drop This Class if Enrolled:

Error Messages
Message Sequence: 1 Severity: Error Last Update DateTime: 05/02/08 11:52:28AM
Not Enrolled, Class 22971 Full (14640,7)
The requested enrollment add was not processed. The enrollment limit for the specified class has been reached.
If available, choose the Waitlist Ok option and resubmit the request.

Student Appointments Study List Term History

Save Return to Search Notify Add Update/Display

Notes:



Question and Answer Session

