Registration Users – Quick Enroll

Table of Contents

Registration Users – Quick Enroll

The Quick Enroll functionality will allow you to enroll and/or drop a student. These instructions follow all rules that have been established within PeopleSoft to guarantee data integrity. Enrollment security limits the period of time in which these actions can be performed. Depending upon the campus policy, the Office of the University Registrar may need to make these types of changes.
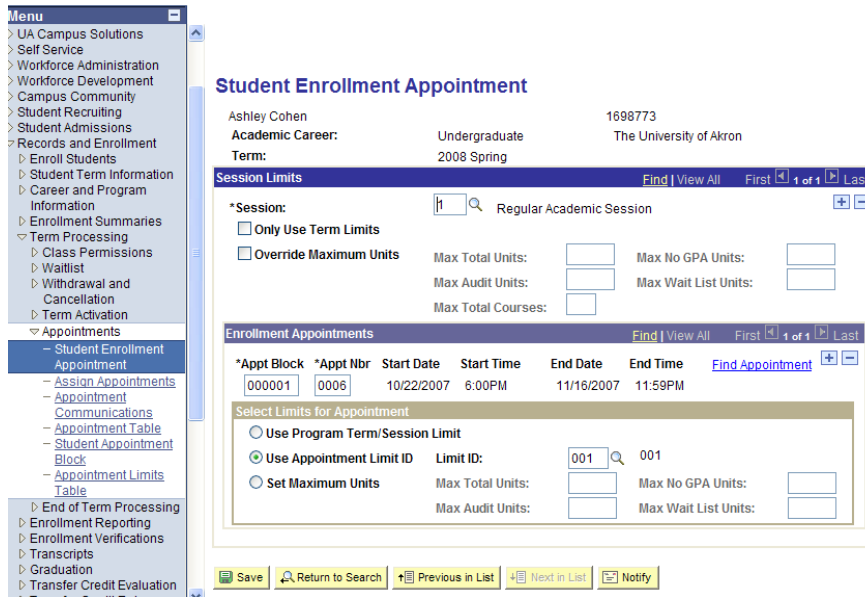
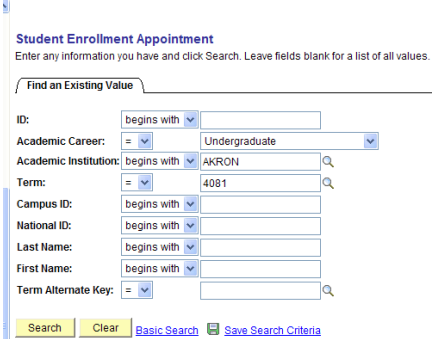Any questions regarding enrolling and/or dropping students should be directed to the Student Services Center at **ssc@uakron.edu**.
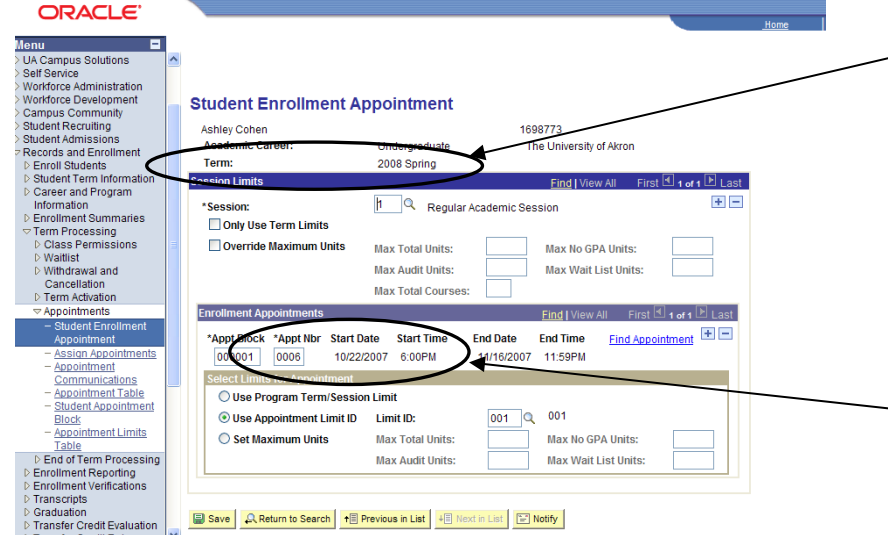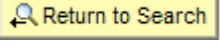
Lesson 1: View Enrollment Appointments
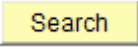
On the Enrollment Appointments page, you will be able to:
- View a student's Enrollment Appointment

**Path: Records and Enrollment > Term Processing > Appointments >
          Student Enrollment Appointment**

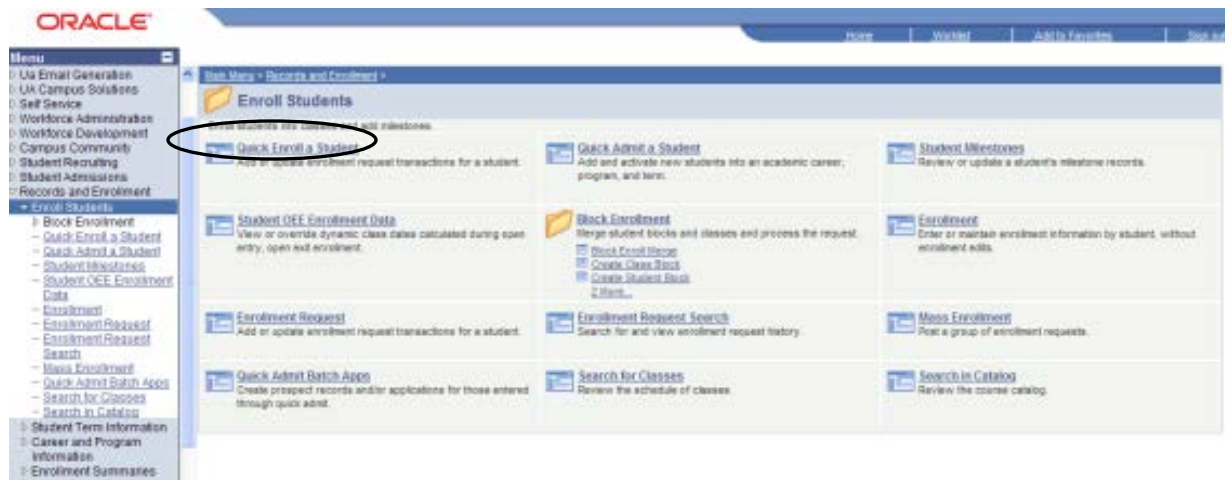| What you do	What happens/Notes
1. Enter the path as shown above	The Appointments – Find an Existing Value page is displayed.
2. Select **ID**, **National ID**, or **Last Name/First Name:**	Enter the student's **ID**, **National ID**, or **Last Name** and **First Name**. TAB out of the field(s) used.
3. Select **Academic Career:**	Use the down arrow to select the student's career and TAB to the next field.

What you do	What happens/Notes
4. Select **Academic Institution:**	Enter **AKRON** and TAB to the next field **- OR -** Click 🔍 and click your selection from the results displayed under the blue **Search Results** bar to populate the field.
5. Select **Term:**	Enter the **4-digit term code** and TAB to the next field **- OR -** Click 🔍 and click your selection from the results displayed under the blue **Search Results** bar to populate the field.
6. Click on the **Search** button.	You may need to click on your selection from the results displayed under the blue **Search Results** bar. The Student Enrollment Appointment page is displayed.

Ensure that you are looking at the correct term. If the correct term is not showing, you may need to use the **View All**, **Last**, or ◀ ▶ buttons to see the full list.

The student's Enrollment Appointment **Start Date** will appear here.

7. View the Enrollment Appointment **Start Date** for the term to be registered.	If the Start Date and time have NOT occurred yet for the term viewed, the student's registration CANNOT be processed at this time (an error message of "No Valid Appointment Found And Open Enrollment Period Has Not Begun" will appear if the registration is attempted). If the information in this field is blank, contact the Student Services Center at **ssc@uakron.edu**.
8. Click on the **Return to Search** button to search for another student's Appointment.	The page Appointments – Find an Existing Value page is returned.

Lesson 2: Quick Enroll Process

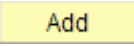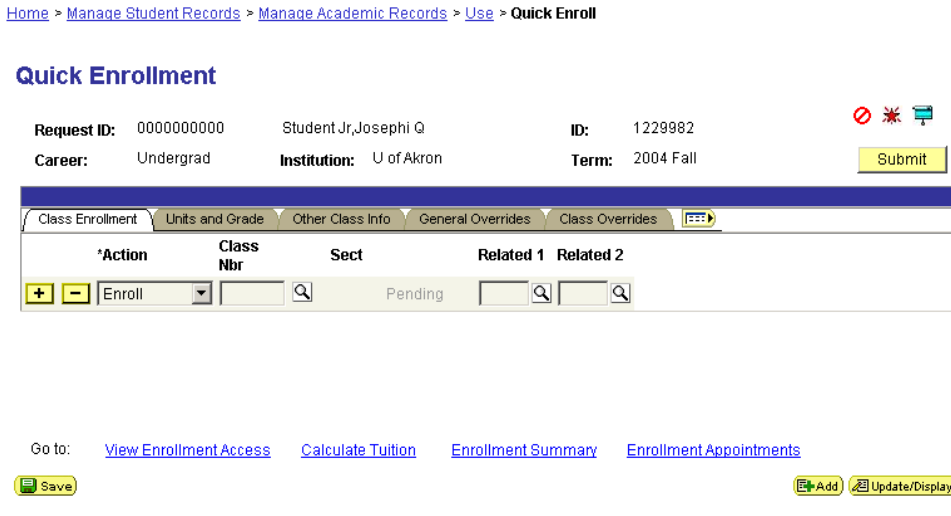On the Quick Enroll page, you will be able to:
- View Negative Service Indicators
- Add a Class / Search for and Add a Class
- Override Errors
- Drop a Class / Search for and Drop a Class
- View and Print an Enrollment Summary (Class Schedule)
- Begin a New Quick Enrollment Instance

Path: Records and Enrollment > Enroll Students > Quick Enroll a Student

What you do	What happens/Notes
1. Enter the path as shown above.	The Quick Enroll – Add a New Value page is displayed.

What you do	What happens/Notes
2. Select **ID:**	Enter the student's **ID** and TAB to the next field **- OR -** If the ID is unknown: a. Click 🔍 . b. Search for the student by National ID (Social Security Number) or by First Name and Last Name. c. Select the student from the **Search Results** list to populate the field. **Lookup ID** ID: Campus ID: National ID: Last Name: STUDENT First Name: [Lookup] [Clear] [Cancel] Basic Lookup **Search Results** View All ID Name Gender Date of Birth 1229982 Student,Joseph Quincy Male 1980-06-12
3. Select **Academic Career:** **The career must match the class level for which you are enrolling the student.**	Enter the students **Career** (UGRD, GRAD, LAW) and TAB to the next field **- OR -** Click 🔍 , click [Look Up], and click your selection from the results displayed under the blue **Search Results** bar to populate the field. Only active career(s) for the student will appear.
4. Select **Academic Institution:**	Enter **AKRON** and TAB to the next field **- OR -** Click 🔍 , click [Look Up], and click your selection from the results displayed under the blue **Search Results** bar to populate the field.
5. Select **Term:**	Enter the **4-digit term code** and TAB to the next field **- OR -** Click 🔍 , click [Look Up], and click your selection from the results displayed under the blue **Search Results** bar to populate the field.

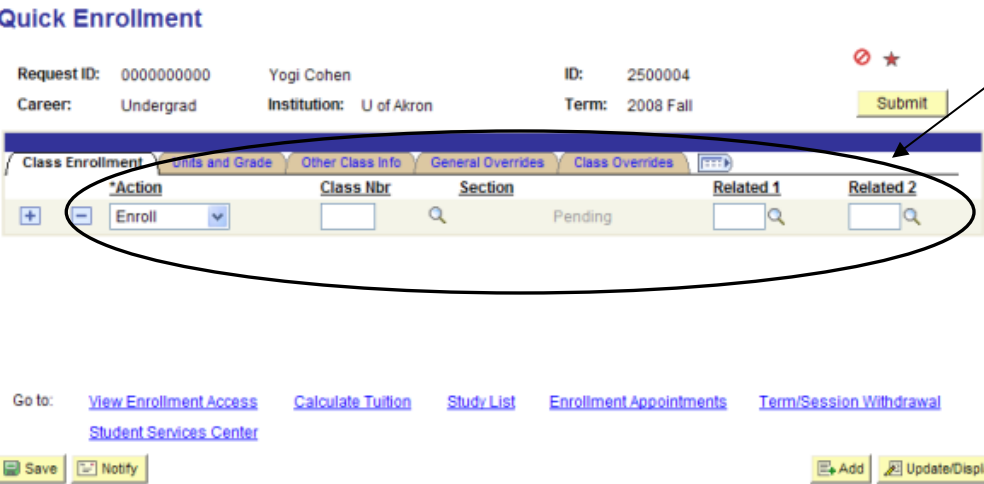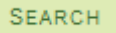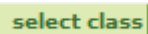| What you do	What happens/Notes
6. Click on the [Add] button.	If more than one match was found, click your selection from the results displayed under the blue **Search Results** bar. The Quick Enroll page is displayed.

Home > Manage Student Records > Manage Academic Records > Use > **Quick Enroll**

Quick Enrollment

Request ID:	0000000000	Student Jr,Josephi Q	**ID:**	1229982
Career:	Undergrad	**Institution:** U of Akron	**Term:**	2004 Fall

[Submit]

Class Enrollment | Units and Grade | Other Class Info | General Overrides | Class Overrides

*Action	Class Nbr	Sect	Related 1	Related 2
[+] [−] Enroll ▼		Pending		

Go to: View Enrollment Access   Calculate Tuition   Enrollment Summary   Enrollment Appointments

[Save]   [Add] [Update/Display]

View Negative Service Indicators

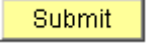**NOTE: Negative Service Indicators ⊘ are used to stop a student from enrolling in classes.**

What you do	What happens/Notes
1. Check the page to ensure that there are no Negative Service Indicators. If a Negative Service Indicator exists, click on the ⊘ icon.	The Manage Service Indicators page will appear with the details of any indicators.

What you do	What happens/Notes
2. View the listing of Service Indicators.	Check the **Start Term** to ensure that the current term for which the student is being registered is not affected. If the current term is NOT affected, proceed with the student's registration. If the current term IS affected, direct the student to the appropriate office. Click on the Code link to see information about the Indicator in that row. The student's registration CANNOT be processed at this time (an error message of "Student Has A Hold" will appear if the registration is attempted). NOTE: A term listing of **0000** affects ALL terms. Student Financials will use a term listing of 0000 within some of their service indicators, because they do not want the student to be able to enroll in any term.
3. Click Return .	The Quick Enroll page is returned.

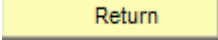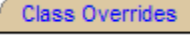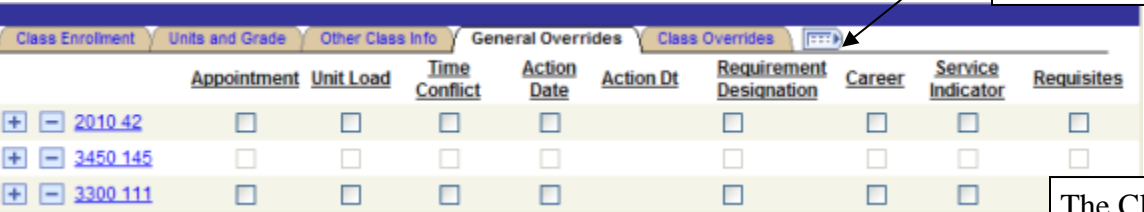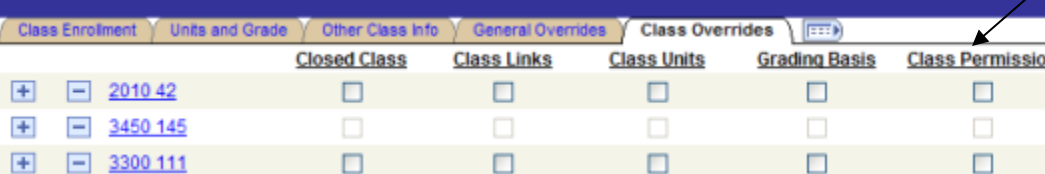## Add a Class / Search for and Add a Class

What you do	What happens/Notes
Quick Enrollment Request ID: 0000000000 Yogi Cohen ID: 2500004 Career: Undergrad Institution: U of Akron Term: 2008 Fall ⊘ ★ Submit Class Enrollment / Units and Grade / Other Class Info / General Overrides / Class Overrides *Action Class Nbr Section Related 1 Related 2 + − Enroll ▼ 🔍 Pending 🔍 🔍 Go to: View Enrollment Access Calculate Tuition Study List Enrollment Appointments Term/Session Withdrawal Student Services Center Save Notify Add Update/Display	You will use the **Action, Class Nbr,** and **Related** fields to add classes to a student's schedule.
1. Select ***Action:**	Ensure that the Action is set to **Enroll.**
2. Select **Class Nbr:**	Enter the **five-digit Class Number** and TAB out of the field **- OR -** Search for the Class Number to be added: a. Click 🔍. b. On the Class Search page, enter data into any of the available fields. c. Click SEARCH. d. Use the scroll area to view all the classes. e. (Optional) Click the Section link (ex. 001-LEC(70755)) to view detailed information about the classes that are available. f. Click the Select Class button select class to select the class number that you want to add and to return to the Quick Enrollment page.
Class Enrollment / Units and Grade / Other Class Info / General Overrides / Class Overrides *Action Class Nbr Section Related 1 Related 2 + − Enroll ▼ 70003 🔍 2010 42 002 Pending 🔍 🔍	The Subject, Catalog, and Section number will appear here.

What you do	What happens/Notes
3. Select **Related Class 1:** ** This step is only required when a course has a related component, such as a lab. ** If the course has more than one Related component, you will use Step 3 to populate the **Related Class 2** field.	If the class has a related component, enter the five-digit class number and TAB out of the field **- OR -** Click 🔍 and click on the selected related class from the results displayed under the blue **Search Results** bar to populate the field.
4. (Optional) Click on the Course Link (the link that contains the Subject and Catalog numbers, i.e., 3300 111) to view the details of the course.	The Class Detail page appears. Verify that the course number and title is the correct course to be added.

Quick Enrollment

Class Detail

2010 42 - 002 Basic Writing

Return to Quick Enrollment

After viewing the Class Details, click on this link to return to the Quick Enrollment page.

Class Details			
Status	Closed	Career	Undergraduate
Class Number	70003	Dates	8/25/2008 - 12/7/2008
Session	Regular Academic Session	Grading	Developmental Grading Basis
Units	0 units		
Instruction Mode	In Person	Location	Akron Campus - Student Admin
Class Components	Lecture Required	Campus	Summit College

Meeting Information
Days & Times	Room	Instructor	Meeting Dates
MoTuWeFr 7:45AM - 8:35AM	Bus Admin 132	Lindsey Hayes	08/25/2008 - 12/07/2008

Enrollment Information
| Enrollment Requirements | Students must complete any developmental courses within the first 32 credit hours attempted. |

Class Availability
Class Capacity	14
Enrollment Total	14
Available Seats	0

Notes

5. Click on the **Return to Quick Enrollment** link.	The Quick Enrollment page is returned.
6. (Optional) Click on the ➕ button.	A new row is inserted allowing you to enter another course to be added to the student's schedule. Repeat steps 1-6 until all of the requested courses have been listed.
7. Click **Submit**.	The system processes the request. *Saved* briefly appears on the right side of the page to indicate that the request has been processed. If **Success** or **Message** appears, the student is enrolled into class(es). If **Errors** appears, the student is NOT enrolled into class(es). Follow the steps below to investigate the error.

What you do	What happens/Notes
	The status of the course(s) to be registered will appear here.
8. If an error is encountered when registering a course, click on the **Errors** link.	The **Enrollment Message Log** page appears.
	The reason for the error will appear here.
9. Review the error which explains why the course was not added. To return to the Quick Enroll page, click on the **Return** button.	The Quick Enroll page is returned.
10. Follow the steps under the Overriding Errors lesson if the error is to be overridden. If the error cannot be overridden, inform the student of the error.	

Override Errors

Errors should only be overridden if you have authority to override the error. If you do not have authority to override the error, direct the student to the appropriate person/office who does have authority to make the decision to override the error.
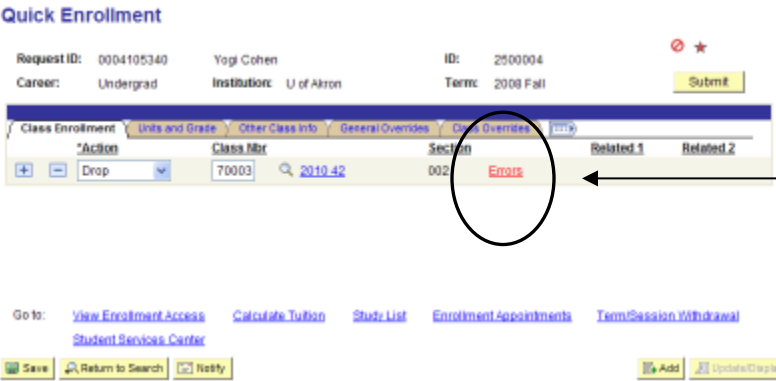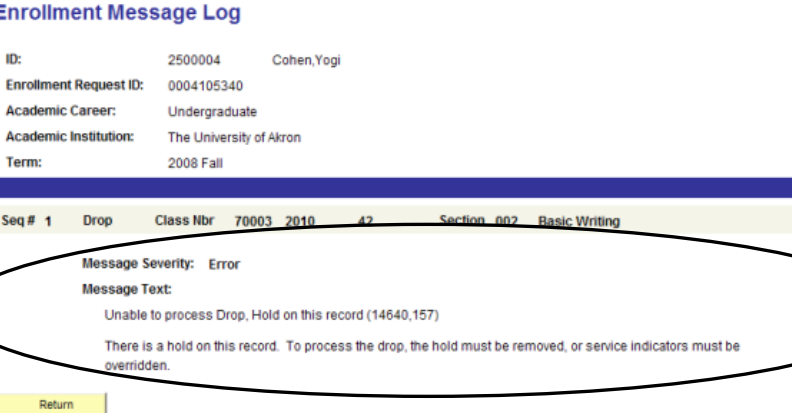
What you do	What happens/Notes
1. Click the **Errors** link.	The Enrollment Message Log page is displayed. Read the Message Text and click on the **Return** button to return to the Quick Enrollment page.
	(Optional) Click the Show All Columns button to expand the page so all the pages with tabs are displayed on one page.
2. Based on the error message, determine whether or not you are able to override the error. If the error can be overridden, click on the **General Overrides** or the **Class Overrides** tab.	Either the **General Overrides** page or the **Class Overrides** page will appear. The General Overrides page contains high-level override capabilities.
	The Class Overrides page contains class- based override capabilities.
3. Click on the appropriate override box to place a checkmark into the box	A ✔ appears in the box.

What you do	What happens/Notes
4. Click Submit .	The system processes the request. *Saved* briefly appears on the right side of the page to indicate that the request has been processed. If **Success** or Message appears, the student is enrolled into class(es). If **Errors** appears, the student is NOT enrolled into class(es). Follow the steps to investigate the error. **NOTE:** PeopleSoft only shows one error message at a time for a course. It is possible that one course can have more than one error message. Follow steps 1-4 until the course is registered successfully or until you can no longer override the error.

Enrollment Override Functions
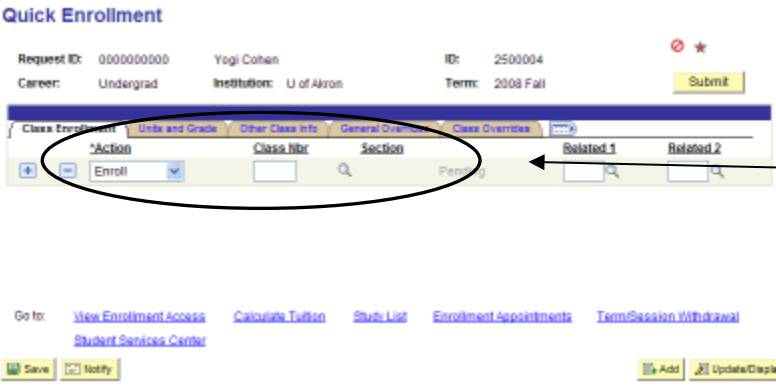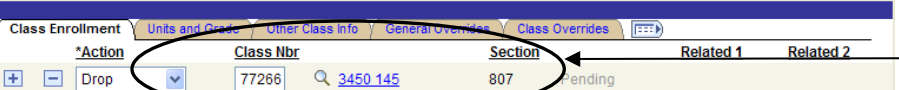
Registration Users will be given the security to override four functions, Class Limit, Permission, Requisites, and Time Conflict. If you do not have access to an override, it is "grayed out."

Errors should only be overridden if you have the authority to override the error. If you do not have the authority to override the error, direct the student to the appropriate person/office who does have the authority to make the decision to override the error.

OVERRIDE	DESCRIPTION
Class Limit (Closed Class)	The class is full. With the department's or instructor's permission, the limit can be overridden to register the student for the class.
Permission (Class Permission)	The class has been controlled by the department and permission is required from the department to enroll the student for the class.
Requisites	The student has not met all of the requisites required for the course. With an advisor's or instructor's permission, the requisites can be overridden to register the student for the class. NOTE: This will override all requisites, regardless of the number of requisites met/not met.
Time Conflict	Courses for which the student is enrolled are in conflict with each other. Indicate to the student that there is a conflict. This can be overridden at the student's request.

Drop a Class / Search for and Drop a Class

Departments only can drop a student from a class through the 15th day for Fall and Spring terms or a comparable date for Summer sessions. Once signatures are required, departments cannot drop a student.

What you do	What happens/Notes
You will use the **Action,** and **Class Nbr** fields to drop classes from a student's schedule.	
1. Select ***Action:**	Ensure that the Action is set to **Drop.**
2. Select **Class Nbr:**	Type in the **five-digit Class Number** for the course to be dropped and TAB out of the field **- OR -** Search for the Class Number to be dropped: a. Click 🔍. b. On the Enrollment Listing page, scroll through the list and choose the course to be dropped by clicking on the Select Class Number ☑ button and to return to the Quick Enrollment page. The Subject, Catalog, and Section number will appear here.

What you do	What happens/Notes
3. (Optional) Click on the Course Link (the link that contains the Subject and Catalog numbers, i.e., 3300 111) to view the details of the course.	The Class Detail page appears. Verify that the course number and title is the correct course to be dropped.

Quick Enrollment

Class Detail

3450 145 - 807   College Algebra
The University of Akron | 2008 Fall | Lecture

Return to Quick Enrollment

After viewing the Class Details, click on this link to return to the Quick Enrollment page.

Class Details

Status	🟢 Open	Career	Undergraduate
Class Number	77266	Dates	8/25/2008 - 12/7/2008
Session	Regular Academic Session	Grading	ABC/NC Grading
Units	4 units	Location	Akron Campus - Student Admin
Instruction Mode	In Person		
Class Components	Lecture Required	Campus	Akron Main Campus

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 8:10PM - 9:50PM	JAR 39	Staff	08/25/2008 - 12/07/2008

4. Click on the Return to Quick Enrollment link.	The Quick Enrollment page is returned.
5. (Optional) Click on the ⊞ button.	A new row is inserted allowing you to enter another course to be dropped from the student's schedule. Repeat steps 1-5 until all of the requested courses to be dropped have been listed.
6. Click Submit .	The system processes the request. *Saved* briefly appears on the right side of the page to indicate that the request has been processed. If **Success** appears, the student has been dropped from class(es). If **Errors** appears, the student has NOT been dropped from class(es). Follow the steps below to investigate the error.

What you do	What happens/Notes
Quick Enrollment Request ID: 0004105340 Yogi Cohen ID: 2500004 Career: Undergrad Institution: U of Akron Term: 2008 Fall Submit Class Enrollment Units and Grade Other Class Info General Overrides Class Overrides *Action Class Nbr Section Related 1 Related 2 [+] [−] Drop 70003 🔍 2010 42 002 Errors Go to: View Enrollment Access Calculate Tuition Study List Enrollment Appointments Term/Session Withdrawal Student Services Center Save Return to Search Notify Add Update/Display	The status of the course(s) to be dropped will appear here.
7. If an error is encountered when dropping a course, click on the **Errors** link.	The **Enrollment Message Log** page appears.

Enrollment Message Log
 	
ID: 2500004   Cohen,Yogi
Enrollment Request ID: 0004105340
Academic Career: Undergraduate
Academic Institution: The University of Akron
Term: 2008 Fall
 	
Seq # 1   Drop   Class Nbr 70003 2010   42   Section 002   Basic Writing
 	
    Message Severity: Error
    Message Text:
      Unable to process Drop, Hold on this record (14640,157)
      There is a hold on this record. To process the drop, the hold must be removed, or service indicators must be overridden.
 	
Return
	The reason for the error will appear here.

8. Review the error which explains why the course was not dropped. To return to the Quick Enroll page, click on the **Return** button.	The Quick Enroll page is returned.
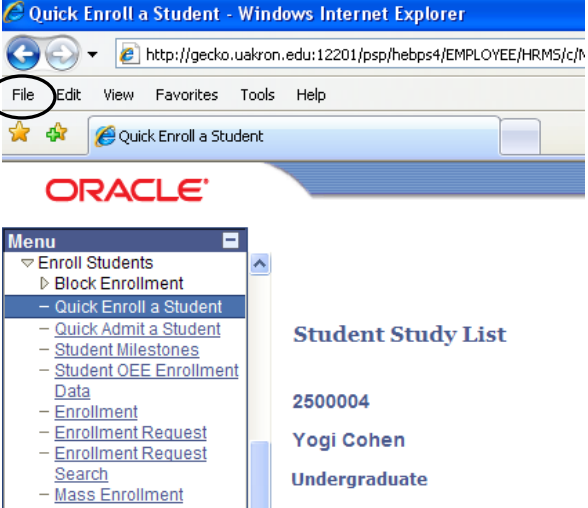
Note: To make a section change for a non-enrolled class:
- Drop the enrolled class. This drops both the enrolled and non-enrolled class.
- Add the enrolled class, again.
- Choose the new, non-enrolled class within the Related 1 field.
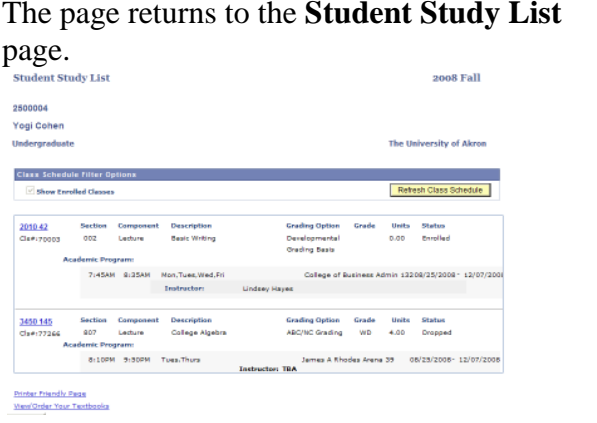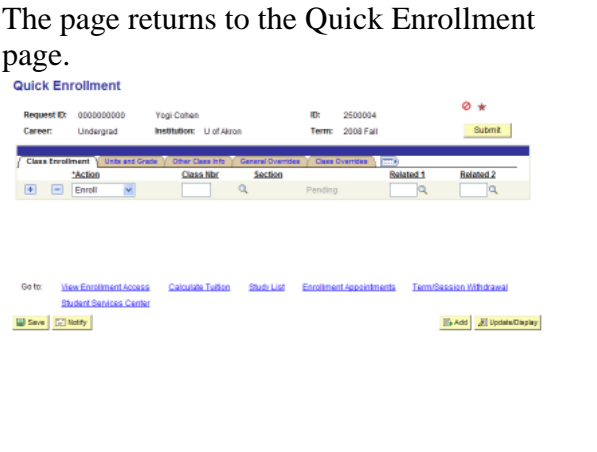
View and Print an Enrollment Summary (Class Schedule)

From the Quick Enrollment page, you are able to view and print a copy of the student's class schedule through the Enrollment Summary link.

What you do	What happens/Notes
You can print a copy of the student's schedule by using the Study List Link.	
1. From the Quick Enrollment page, click on the Study List link.	The **Student Study List** page appears.
	If the student has more courses than what appears, you may need to scroll to see the full list.

What you do	What happens/Notes
2. Click on the *Printer Friendly Page* link.	The **Student Study List** page changes to a printer-friendly format.

Student Study List

2500004

Yogi Cohen   **2008 Fall**

Undergraduate   **The University of Akron**

2010 42	Section	Component	Description	Grading Option	Grade	Units	Status
Cls#:70003	002	Lecture	Basic Writing	Developmental Grading Basis		0.00	Enrolled

Academic Program:

7:45AM 8:35AM   Mon,Tues,Wed,Fri   College of Business Admin 13208/25/2008 - 12/07/2008
                 Instructor: Lindsey Hayes

3450 145	Section	Component	Description	Grading Option	Grade	Units	Status
Cls#:77266	807	Lecture	College Algebra	ABC/NC Grading	WD	4.00	Dropped

Academic Program:

8:10PM 9:50PM   Tues,Thurs   James A Rhodes Arena 39   08/25/2008 - 12/07/2008
                 Instructor: TBA

View/Order Your Textbooks

[Cancel]

3. In the browser, click on File. Then, click on Print Preview.	

3. In the browser, click on File.
   Then, click on Print Preview.

Quick Enroll a Student - Windows Internet Explorer

http://gecko.uakron.edu:12201/psp/hebps4/EMPLOYEE/HRMS/c/N

File   Edit   View   Favorites   Tools   Help

Quick Enroll a Student

ORACLE®

Menu
 ▽ Enroll Students
   ▷ Block Enrollment
   – Quick Enroll a Student
   – Quick Admit a Student
   – Student Milestones
   – Student OEE Enrollment Data
   – Enrollment
   – Enrollment Request
   – Enrollment Request Search
   – Mass Enrollment

Student Study List

2500004

Yogi Cohen

Undergraduate

4. Select the appropriate printer and press the Preferences button. Change the paper size to legal, if necessary, and print the page.	

What you do	What happens/Notes
5. Click on the **Cancel** button.	The page returns to the **Student Study List** page.
6. Click on the **Cancel** button.	The page returns to the Quick Enrollment page.

Begin a New Quick Enrollment Instance

From the Quick Enrollment page, you are able to finish with the current student and start a new Quick Enrollment Instance to begin a registration process for a different student.

What you do	What happens/Notes
1. From the Enrollment Summary page, click on ⊞Add button	The Quick Enroll – Add a New Value page appears.
2. Follow the steps from the beginning of Lesson 2 in this manual.	

Lesson 3: Review History of Quick Enroll Processes
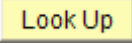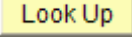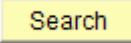
Each time a registration request is processed for a student, a Request ID is created.

These steps will allow you to view a history of transactions that have been processed.
Contact the Student Services Center at ssc@uakron.edu if you need help with the history of
enrollment.

Utilizing the Quick Enroll – Find an Existing Value Process

Path: Records and Enrollment > Enroll Students > Quick Enroll a Student

What you do	What happens/Notes
1. Enter the path as shown above.	The Quick Enroll – Add a New Value page is displayed.
2. Click on the **Find an Existing Value** tab.	The Quick Enroll – Find an Existing Value page is displayed.
3. Select **ID, National ID,** or **Last Name/First Name:**	Enter the student's **ID, National ID,** or **Last Name** and **First Name.** TAB out of the field(s) used.

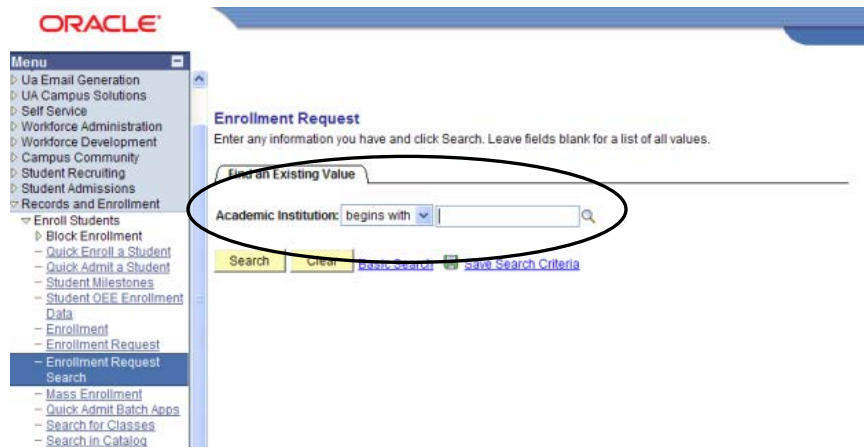| What you do	What happens/Notes
4. (Optional) Select **Academic Institution:**	Enter **Akron** and TAB to the next field **- OR -** Click 🔍, click Look Up , and click your selection from the results displayed under the blue Search Results bar to populate the field.
5. (Optional) Select **Academic Career:**	Use the down arrow ⌄ to select the student's career (**UGRD**, **GRAD**, **LAW**) and TAB to the next field.
6. Select **Term:**	Enter the **4-digit term code** and TAB to the next field **- OR -** Click 🔍, click Look Up , and click your selection from the results displayed under the blue Search Results bar to populate the field.
7. Click on the Search button.	Search Results You may need to click on your selection from the results displayed under the blue Search Results bar. The transactions are listed in chronological order where the most recent transaction is listed at the end of the list. The Quick Enrollment page is displayed.

What you do	What happens/Notes
Quick Enrollment Request ID: 0004105341 Mickey Mouse ID: 2500006 Career: Undergrad Institution: U of Akron Term: 2008 Sprin Submit Class Enrollment / Units and Grade / Other Class Info / General Overrides / Class Overrides *Action Class Nbr Section Related 1 Related 2 [+] [−] Enroll 15530 2010 42 002 Success Go to: View Enrollment Access Calculate Tuition Study List Enrollment Appointments Term/Session Withdrawal Student Services Center Save Return to Search Previous in List Next in List Notify Add Update/Display	The Request ID is listed here. You can view the course(s) that were processed in the transaction here. Click on the Overrides tabs to see if any overrides were processed. You can scroll through the list of transactions by clicking on the **Next in List** , **Previous in List** , or **Return to Search** buttons.
8. View the information shown.	**NOTE:** This method will not show the date the transaction was processed or the ID of the person who processed the request. You will need to utilize the Enrollment Request Search process to determine this information.

Utilizing the Enrollment Request Search Process
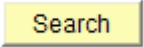
The Enrollment Request data may not be understood easily. Call the Registrar's office for help in interpreting the data.

Path: Records and Enrollment > Enroll Students > Enrollment Request Search

What you do	What happens/Notes
1. Enter the path as shown above.	The Enrollment Request – Find an Existing Value page is displayed.
2. Select **Academic Institution:**	Enter **Akron** **- OR -** Click [Q], click [Look Up], and click your selection from the results displayed under the blue **Search Results** bar to populate the field.
3. Click on the [Search] button.	The Enrollment Request Search page is displayed.

What you do	What happens/Notes
Enrollment Request Search Academic Institution: AKRON The University of Akron Academic Career: Term: 4107 (1) Enrollment Request ID: Enrollment Request Source: Enrollment Request Action: Enrollment Action Reason: User ID: (2) EmplID: Class Nbr: Search Refresh Previous Search Result: ✔ **Enrollment Action Range** From Date: End Date: **Last Update Range** From DateTime: Thru DateTime: ▼ Enrollment List — Customize | Find | — First 1 of 1 Last Fields 1-7 | Fields 8-11 | Fields 12-19 | Fields 20-25 | Fields 26-30 | Fields 31-35 | Fields 36-40 | Fields 41-44 User ID | ID | Term | Class Nbr | Subject Area | Catalog Nbr | Academic Career Save Return to Search Notify	
4. Utilize any of the search criteria fields to conduct your search. The most utilized fields are either (1) Enrollment Request ID or (2) Term and EmplID.	
5. Click on the **Search** button.	The transactions are shown in the **Enrollment List** area below the search criteria.

▼ Enrollment List — Customize \| Find \| — First 1-256 of 256 Last
Fields 1-7 \| Fields 8-11 \| Fields 12-19 \| Fields 20-25 \| Fields 26-30 \| Fields 31-35 \| Fields 36-40 \| Fields 41-44

	User ID	ID	Term	Class Nbr	Subject Area	Catalog Nbr	Academic Career
1		1150095	4087	70516	3100	103	UGRD
2		1242045	4087	70516	3100	103	UGRD
3		1247644	4087	70516	3100	103	UGRD
4		1250503	4087	70516	3100	103	UGRD
5		1273960	4087	70516	3100	103	UGRD

What you do	What happens/Notes

The most common fields that are reviewed are:
 	
Fields 1-7
    User ID = The ID of the person processing the request. (PeopleSoft ID if did enrollment there. UAnet ID if did enrollment through self-service in My Akron.)
    ID = The student's ID.
    Term = Term.
    Class Nbr = The five-digit class number of the course processed.
    Subject Area = Course subject number.
    Catalog Nbr = Course catalog number.
    Academic Career = The student's career.
 	
Fields 8-11
    Enrollment Request ID = The Request ID assigned to the transaction processed.
    Last Update DateTime = The date and time the transaction was processed.
 	
Fields 12-19
    Enrollment Request Action = The action performed in the transaction.
 	
Fields 20-25
    Related Class Number 1 = The five-digit related class number (i.e., lab, seminar, etc.).
    Related Class Number 2 = The five-digit related class number (i.e., lab, seminar, etc.).
 	
Fields 26-30
    Shows if anything was overridden.
 	
Fields 31-35
    Shows if anything was overridden.
 	
Fields 36-40
    Shows if anything was overridden.
 	
Fields 41-44
    Enrollment Req Detail Status = The status of the request (S = Success; E = Error; M = Messages; P = Pending).	

6. Continue utilizing the search criteria fields to refine your search. Click on the `Search` button each time you change your search criteria.	The transactions are shown.