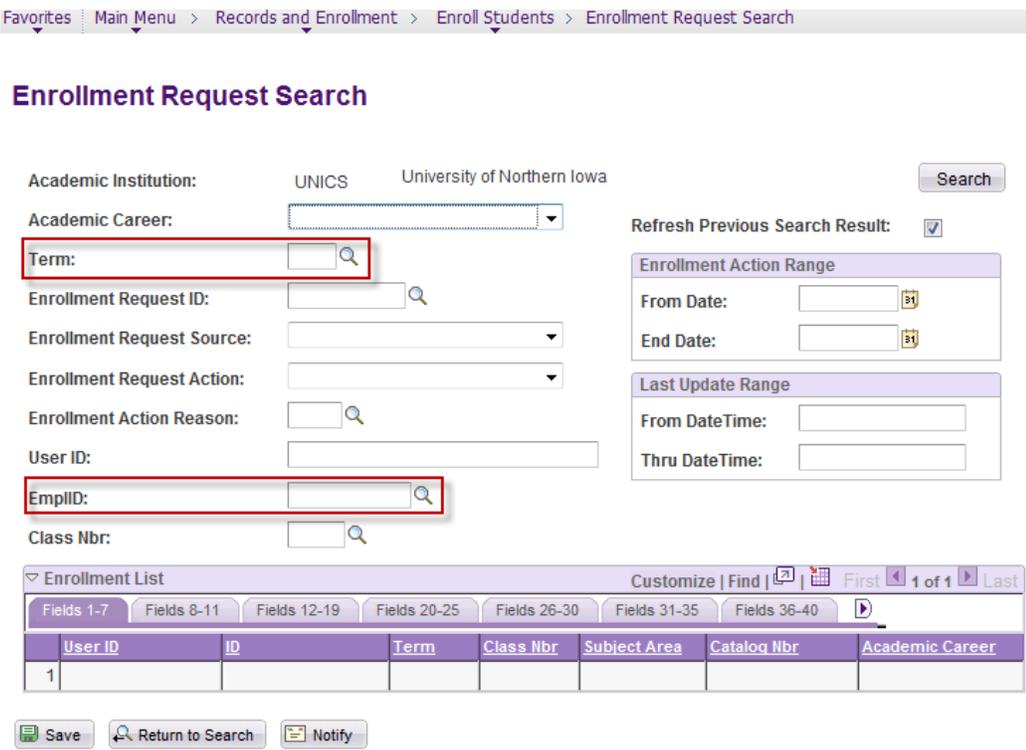
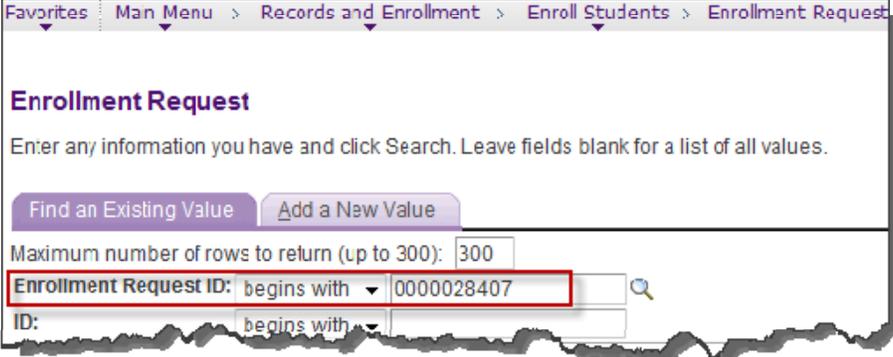
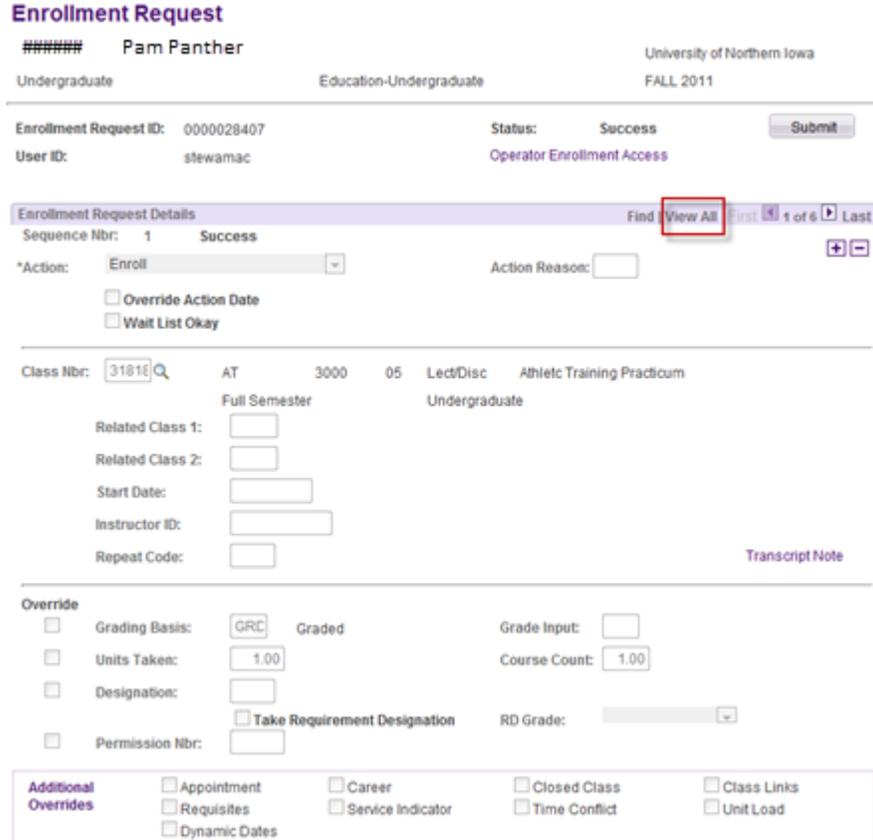


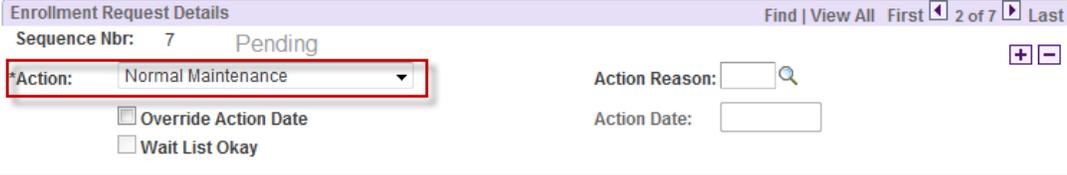
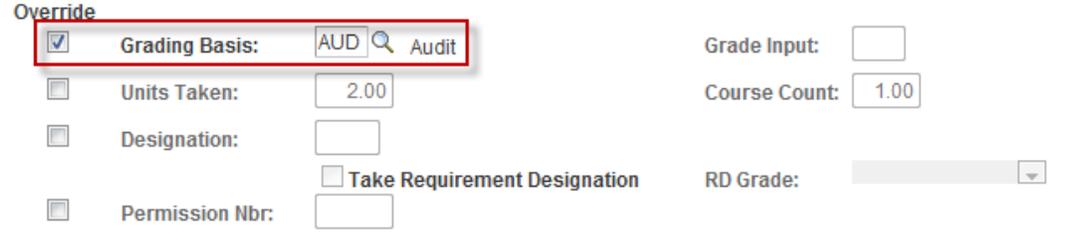
## Using Enrollment Request

**Purpose:** The **Enrollment Request** page enables you to enter and make enrollment updates for student. The following table describes how to use **Enrollment Request Search** and **Enrollment Request** to update an enrollment transaction (Eg. Student wishes to take a class on an “Audit” grading basis).

Step	Action
1.	First, use the <b>Enrollment Request Search</b> feature to obtain the <i>Enrollment Request ID</i> . Navigate to <b>Main Menu &gt; Records and Enrollment &gt; Enroll Students &gt; Enrollment Request Search</b> . Enter <i>UNICS</i> , if prompted.
2.	<p>On the Enrollment Request Search page, enter the term and the student’s id.</p> 
3.	<p>Click the <b>Search</b> button in the upper right corner. The list of enrollment records displays. Find the appropriate course, click the Fields 8-11 tab to view the Enrollment Request ID. Copy that ID.</p> 



Step	Action
4.	Next, enter the <i>Enrollment Request ID</i> on the <b>Enrollment Request</b> page. Navigate to: <b>Main Menu &gt; Records and Enrollment &gt; Enroll Students &gt; Enrollment Request</b>
5.	<p>Click the <b>Find an Existing Value</b> tab. Paste the <i>Enrollment Request ID</i>.</p> 
6.	<p>Click the <b>Search</b> button. The Enrollment Request page displays. Notice the number of requests in the Enrollment Request Details header. Use the <b>View All</b> or <b>Next</b> button to navigate to a request you wish to view.</p> 

Step	Action
7.	To make an update or add a new request, click the <b>Add New Row</b> button. 
8.	<p>In the <b>Action</b> field, select the appropriate action. For this example, use <i>Normal Maintenance</i>.</p>  <p>The screenshot shows the 'Enrollment Request Details' form. The 'Action' dropdown menu is highlighted with a red box and contains the text 'Normal Maintenance'. Other fields include 'Sequence Nbr: 7', 'Pending', 'Action Reason', and 'Action Date'.</p>
9.	<p>Enter or select the class number</p>  <p>The screenshot shows the 'Class Nbr' field with the value '36369' and a search icon. Other text includes 'AT', '3060', '01', 'Lect/Disc', and 'Athletic Training Admin'.</p>
10.	<p>Select the appropriate override. In this example, select the <b>Grading Basis</b> checkbox. Once the checkbox is selected, use the <b>look up</b> button  to select the desired grading basis (e.g. AUD - Audit)</p>  <p>The screenshot shows the 'Override' section. The 'Grading Basis' checkbox is checked and highlighted with a red box. The dropdown menu next to it shows 'AUD' selected and 'Audit' as the result. Other options include 'Units Taken', 'Designation', 'Permission Nbr', 'Grade Input', 'Course Count', and 'RD Grade'.</p>
11.	<p>Click the <b>Submit</b> button.</p> 