

Enrollment Request Search

You can view the enrollment audit information for a course from the Enrollment Request Search page.

1. Navigation: **Records and Enrollment > Enroll Students > Enrollment Request Search**

2. On the Enrollment Request page,
 - In Academic Institution, enter BKCMP
 - Click Search

Find an Existing Value

▼ Search Criteria

Academic Institution: begins with ▼ BKCMP 🔍

Search
Clear
Basic Search
Save Search

3. On the **Enrollment Request Search** page, (you must enter at least two criteria)
 - In the Term, enter the desired term
 - In Empl ID, enter the desired student's CSUB ID
 - In Class Nbr, leave blank or enter Class Nbr for optimal results
 - Click Search

Enrollment Request Search

Academic Institution:	BKCMP	Cal State Univ., Bakersfield	4 Search
Academic Career:	▼		
Term:	1 2151 🔍	Refresh Previous Search Result:	<input checked="" type="checkbox"/>
Enrollment Request ID:	🔍		
Enrollment Request Source:	▼		
Enrollment Request Action:	▼		
Enrollment Action Reason:	🔍		
User ID:	2 000183456 🔍	Student's CSUB ID	
Empl ID:	🔍		
Class Nbr:	3 12275 🔍	Enrollment Action Range From Date: <input type="text"/> <input type="text"/> End Date: <input type="text"/> <input type="text"/> Last Update Range From DateTime: <input type="text"/> <input type="text"/> Thru DateTime: <input type="text"/> <input type="text"/>	

4. The Search Results appear with the enrollment audit information in the Enrollment List section. Use the tabs to view additional information.

▼ Enrollment List Personalize | Find | 📄 | 📅 | First 1-7 of 7 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	000183456	2151	12275	NURS	355	UGRD
2	000183456	2151	12275	NURS	355	UGRD

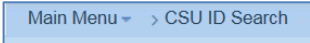


5. Fields 1-7

The User ID column shows the CSUB ID of the person, who performed the action, such as enroll, drop or swap, for the student. The ID column shows the student's CSUB ID.

- When the User ID and ID are the same (rows 1- 3), it indicates that the student completed their enrollment through Self-Service.
- When User ID and ID are *different* from ID column (row 4), it indicates that the enrollment action was performed by the Records and Enrollment staff.

If you want to know who enrolled the student, copy the User ID, go to CSU ID search, paste the ID in the Empl ID field and click search.



Enrollment List								Personalize	Find	First	1-4 of 4	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	000183456	000183456	2151	12275	NURS	355	UGRD					
2	000183456	000183456	2151	12275	NURS	355	UGRD					
3	000183456	000183456	2151	12275	NURS	355	UGRD					
4	900186455	000183456	2151	12275	NURS	355	UGRD					

6. Fields 8 -11 show when the enrollment took place and whether it was through self-service or quick enroll.

Enrollment List					Personalize	Find	First	1-4 of 4	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		
	Enrollment Request ID	Last Update DateTime	Enrollment Request Source	Enrollment Req Detail	Sequence				
1	0001035968	10/27/2014 6:55:04PM	Self-Service Enrollment						2
2	0001035985	10/27/2014 7:02:27PM	Self-Service Enrollment						1
3	0001037942	10/28/2014 11:34:20AM	Self-Service Enrollment						1
4	0001037983	10/28/2014 11:43:18AM	Quick Enroll						1

7. Fields 12 – 19 show the enrollment action performed, such as enroll, drop, or swap.

Enrollment List									Personalize	Find	First	1-4 of 4	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	Fields 45-48						
	Enrollment Request Action	Enrollment Action Reason	Enrollment Action Date	Units Taken	Course Count	Repeat Code	Grade Input	Grading Basis						
1	Enroll			5.00	1.00			GRD						
2	Enroll			5.00	1.00			GRD						
3	Enroll			5.00	1.00			GRD						
4	Enroll			5.00	1.00			GRD						



8. Fields 20-25 show the class permission and related class numbers

Enrollment List							Personalize	Find	First	1-4 of 4	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				
	Class Permission Nbr	Change to Class Nbr	Drop This Class if Enrolled	Change To Wait List Nbr	Related Class Number 1	Related Class Number 2					
1											
2											
3											
4											

9. Fields 26 – 30 show information regarding class overrides

Enrollment List							Personalize	Find	First	1-4 of 4	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				
	Override Closed Class	Override Grading Basis	Override Class Units	Override Unit Load	Override Class Links						
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

10. Fields 31 – 35 show information regarding class overrides

Enrollment List							Personalize	Find	First	1-4 of 4	Last
Fields 12-19	Fields 20-25	Fields 26-30	Fields 31-35	Fields 36-40	Fields 41-44	Fields 45-48					
	Override Class Permission	Override Requisites	Override Time Conflict	Override Career	Wait List Okay						
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

11. Fields 36 – 40 shows information related to general overrides

Enrollment List							Personalize	Find	First	1-4 of 4	Last
Fields 12-19	Fields 20-25	Fields 26-30	Fields 31-35	Fields 36-40	Fields 41-44	Fields 45-48					
	Override Action Date	Ovrd Requirement Designation	Override Service Indicator	Override Appointment	Instructor ID						
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							

12. Fields 41 – 44 show the enrollment request detail status, requirement designation information The status codes are as follows:

E = Error

S= Success

P = Pending



Enrollment List					Personalize	Find	First	1-4 of 4	Last
Fields 12-19	Fields 20-25	Fields 26-30	Fields 31-35	Fields 36-40	Fields 41-44	Fields 45-48			
Enrollment Req Detail	Status	Requirement Designation	Requirement Designation Option	Requirement Designation Grade					
1	E		N						
2	E		N						
3	E		N						
4	S		N						

13. Fields 45-48 show information related to transcript notes, academic program, etc.

Enrollment List					Personalize	Find	First	1-4 of 4	Last
Fields 12-19	Fields 20-25	Fields 26-30	Fields 31-35	Fields 36-40	Fields 41-44	Fields 45-48			
Transcript Note ID	Transcript Note Exists Flag	Academic Program	Override Dynamic Dates						
1	<input type="checkbox"/>		<input type="checkbox"/>						
2	<input type="checkbox"/>		<input type="checkbox"/>						
3	<input type="checkbox"/>		<input type="checkbox"/>						
4	<input type="checkbox"/>	UBAC	<input type="checkbox"/>						