**Search Enrollment Requests**

*Enrollment Request* = a record for any attempt (successful or unsuccessful) to change a student’s class schedule in SPIRE. Students, SPIRE B (Enrollment Overrides) users, and the Registrar’s Office staff can initiate enrollment requests (e.g., adding a course).

Staff in Academic Deans’ Offices have two options for looking up enrollment requests:
- The **Search Enrollment Requests** page provides a transaction history for a student, summarized in a single data table.
- The **Enrollment Request – Find an Existing Value** page provides a listing of individual enrollment requests, and more details for each transaction.

**Search Enrollment Requests**

Use **Search Enrollment Requests** when you wish to see a history of a student’s enrollment requests (e.g., an add/drop history).

1. In the left **Menu**, go to **Student Enrollment > Search Enrollment Requests**. The **Enrollment Request** page will open.
2. On the **Enrollment Request** page, in the **Academic Institution** field, enter **UMAMH**. Click **Search**. The **Enrollment Request Search** page will open.
   
   **Note:** You must enter the abbreviation for UMass Amherst (**UMAMH**) even if your **Data Entry Defaults** and **Search Preferences** already identify the **Academic Institution**.

3. On the **Enrollment Request Search** page, enter **at least two search criteria:**
   
   **Note:** To narrow your results, we recommend that you use as many criteria as you have available.
   - From the **Academic Career** drop-down list, select the student's career (e.g., **Undergraduate**).
   - In the **Term** field, enter the **4-digit code** of a term (e.g., **1067** for **Fall 2006**); this will help narrow down the enrollment request history to the transactions recorded for this term. If you want to be more specific, use the **Enrollment Action Range** box (right-side of the page) to indicate a start and end date.
   - In the **Enrollment Request ID** field, enter an enrollment request’s **10-digit ID** (always starts with 000), if available.
   - From the **Enrollment Request Source** drop-down list, select the starting point for the transactions you wish to see.

   a. Select **Enrollment** if you want to see only student-initiated transactions.
   b. Select **Enrollment Request** if you want to see enrollment overrides or transactions initiated by SPIRE B (Enrollment Overrides) users or the Registrar’s Office.
   c. Leave blank to see all the enrollment requests within the time window you specified.

   - From the **Enrollment Request Action** drop-down list, select the purpose of the enrollment request (i.e., adding, dropping a course, adding a grade, etc.).
     **Note:** Normal Maintenance refers updates once a course has been added to a student’s schedule (e.g., grading basis change).
   - In the **Enrollment Action Reason** field, use the **Magnifying Glass button** (🔍) to view a list of reasons association with an **Enrollment Request Action**. For example, the **Change Grade** action has multiple action reasons (e.g., **Correction**, **Per Instructor**, **Data Entry Correction**, **Late Grade**, etc.).
     **Note:** You must select an action before you can use the **Enrollment Action Reason** field.
In the *UserID* field, enter the alphanumeric ID of the individual who initiated the transaction, if available (e.g., *AJSMITH*, etc.).

a. Enter **RBATCH** to view all batch transactions from the Registrar’s Office.
b. Enter **A + 7 digits from the student’s ID** (eliminate the 5th digit) to see all the student-initiated transactions.

- In the *ID* field, enter the **student’s 8-digit ID**.
- In the *Class Nbr* field, enter the **5-digit unique identifier** for a course (if you wish to see the enrollment history for a particular course).

- In the top right corner of the page, click **Search**. The search results will open in the Enrollment List table on the same page.

4. When leaving the *Enrollment Request Search* page, SPIRE will prompt you to save the data on this page. Click **Cancel** to continue.

### Enrollment List Table: Common Fields

<table>
<thead>
<tr>
<th>Tab</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fields 1-7</td>
<td>UserID</td>
<td>An A plus 7 numbers indicates a student-initiated transaction (e.g., an add/drop request that the student attempted in SPIRE).</td>
</tr>
<tr>
<td>Fields 8-11</td>
<td>Enroll Request ID</td>
<td>A unique ID that identifies the transaction. Use it to locate and view the details of an enrollment request (go to Student Enrollment &gt; Enrollment Request &gt; Find an Existing Value).</td>
</tr>
<tr>
<td>Fields 8-11</td>
<td>Last Update Date/Time</td>
<td>A timestamp indicating when this request was last updated. Because requests are usually not updated after their submission, this is the original date of this transaction.</td>
</tr>
<tr>
<td>Fields 8-11</td>
<td>Enroll Rqst Source</td>
<td>The vast majority are enrollment requests. Other values are automatic/batch processes (waitlist engine, grade lapse process, term withdrawal engine, etc.).</td>
</tr>
<tr>
<td>Fields 12-19</td>
<td>Enroll Rqst Action</td>
<td>The purpose of this transaction. <strong>Note:</strong> Drop is the action for both a no-record drop and a W-drop. Compare the Enroll Action Date with the Academic Calendar for the current term to distinguish among drop results.</td>
</tr>
<tr>
<td>Fields 12-19</td>
<td>Enroll Action Date</td>
<td>This date usually matches the Last Update Date/Time. In certain cases, Registrar’s Office staff have to override today’s date and set the Enroll Action Date to a past or future date. Example: To process a no-record drop after the end of add/drop, the Enroll Action Date needs to be set back to a date before end of add/drop. In this case, the Last Update Date/Time will have the actual date when the transaction was processed (e.g., November).</td>
</tr>
<tr>
<td>Fields 20-25</td>
<td>Related Classes</td>
<td>See which related component (lab or discussion), if any, the student submitted as part of an add request.</td>
</tr>
<tr>
<td>Fields 41-44</td>
<td>Enrl Req Detail Status</td>
<td>The heart of the issue, i.e., the outcome of the request: S = success, E = error, M = success with messages. To actually see the contents of these message(s) or error(s), look up the transaction by its Enrollment Request ID (see above).</td>
</tr>
</tbody>
</table>
When browsing results in the Enrollment List table, please remember that:

a. Transactions are organized chronologically (i.e., not by course, action, etc.).

b. An Enrollment Request can have multiple components (e.g., if the student tried to add multiple classes at the same time); in these cases, all components of a transaction have the same Enrollment Request ID.

c. Any transaction history can only go back to October 2002 (when SPIRE 1.0 went live).

d. Grades merged into a student’s record from grade rosters never create an enrollment request. Grade changes always do.

You have two options for customizing your results view:

a. Export the Enrollment List table to Excel. Simply select and copy (Ctrl + C) the grid results, then paste (Ctrl + V) them into a blank spreadsheet. In Excel, hide or delete columns as appropriate to get a better view of your results.

b. Use the Customize tool to re-arrange columns in the Enrollment List table. In SPIRE 3.0, the Customize link allows you to manipulate the display of any data table. Use the Customize link to group closely-related columns in one view and avoid toggling between the different Field…tabs.

Enrollment Request – Find an Existing Value

Use the Enrollment Request – Find an Existing Value page when you need to look up an individual enrollment request, or when you need more specifics about a transaction (e.g., the contents of an error message).

When using the Enrollment Request – Find an Existing Value, please remember that staff in Academic Deans’ Offices have view-only access to a student’s enrollment requests. However, if your access also includes SPIRE B (Enrollment Overrides), you also have data-entry privileges in this area. Make sure you do not accidentally modify a student’s past enrollment requests!

1. In the left Menu, go to Student Enrollment > Enrollment Request. The Enrollment Request page will open.

2. On the Enrollment Request page, click the Find an Existing Value tab.

3. On the Find an Existing Value tab:
   - In the ID field, enter the 8-digit ID of the student whose enrollment requests you wish to see. If you do not know this ID, enter the student’s name in the First Name and Last Name fields.
     Note: If you choose to use the Term field, remember that you need to select the Academic Career first. Otherwise, you will get an error (e.g., no matching values).
   - Click Search. Links to all the enrollment requests matching your search criteria will open under Search Results on the same page.
     Note: Remember that enrollment requests can have multiple components; unlike the Enrollment List table which provides a row for each component, in this view, you will have to click an enrollment request link in order to see its contents, including its components.

4. From the Search Results, click the enrollment request whose contents you wish to see. The Enrollment Request page for this transaction will open, listing its owner (in the User ID field), status, and Enrollment Request ID at the top. Scroll down to the bottom of the page to see any messages or errors this transaction may have generated.