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 Sourc*e 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***, ***Late Roster***, 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 

. 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

Tab	Field Name	Description
Fields 1-7	***UserID***	An A plus 7 numbers indicates a student-initiated transaction (e.g., an add/drop request that the student attempted in SPIRE).
Fields 8-11	***Enroll Request ID***	A unique ID that identifies the transaction. Use it to locate and view the details of an enrollment request (go to ***Student Enrollment > Enrollment Request > Find an Existing Value***).
Fields 8-11	***Last Update Date/Time***	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.
Fields 8-11	***Enroll Rqst Source***	The vast majority are enrollment requests. Other values are automatic/batch processes (waitlist engine, grade lapse process, term withdrawal engine, etc.).
Fields 12-19	***Enroll Rqst Action***	The purpose of this transaction. ***Note***: *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.
Fields 12-19	***Enroll Action Date***	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).
Fields 20-25	***Related Classes***	See which related component (lab or discussion), if any, the student submitted as part of an add request.
Fields 41-44	***Enrl Req Detail Status***	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).

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.