Step 1: From Enrollment Request Search, type UNCCH for Academic Institution and click Search.

Step 2: Customize your Enrollment Request Search tabs and fields.

Step 3: Enter at least two search criteria and click Search.

Step 4: View/analyze results.

Step 5: For further details on enrollment transaction, view the Enrollment Request:

Records and Enrollment > Enroll Students > Enrollment Request > Find an Existing Value > Enter Enrollment Request ID

Questions about Enrollment Request Search? Contact Registration Services in the Registrar’s Office at registrationservices@unc.edu.
### Quick Reference for Enrollment Request Search Fields

<table>
<thead>
<tr>
<th>User ID</th>
<th>User's Name (Onyen) of individual submitting the transaction (UNC_CS_SR_CYBERMATION represents an enrollment attempt made by waitlist processor.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>Student's PID</td>
</tr>
</tbody>
</table>

#### 3. Enrollment Request Source:
- Self-Service Enrollment—student submitted through their ConnectCarolina Student Center
- Quick Enroll—done by staff through Quick Enroll
- Term Withdrawal Engine—a cancellation or withdrawal processed
- Waitlist Engine—the waitlist processor running
- Mass Enrollment—enrollment requests done through block enrollment or mass enrollment
- Class Roll—changes made at the course level that are rolled out to the classes
- If blank—class cancelled

#### 4. Enrollment Request Action:
The action being taken in the enrollment request (Enroll, Drop, Swap, Normal Maintenance)

#### 5. Class Nbr:
The four of five digit number assigned to class when scheduled; changes each term

#### 6/7. Subject Area and Catalog Nbr:
The course subject and course number

#### 8. Related Class Number 1:
The related recitation or lab attached to a lecture class; there is also a Related Class Number 2 field

#### 9. Units Taken:
The number of credits processed on the enrollment request

#### 10. Drop This Class if Enrolled:
The class the student is dropping via SWAP if they get into preferred class

#### 11. Enrollment Req Detail Status:
The status of the enrollment request
- S = Success—the enrollment request was successful
- M = Messages—the enrollment request was successful and the class has a message attached or the student was added to the waitlist
- E = Errors—the enrollment request was not successful (view the Enrollment Request for the error message)
- P = Pending—the enrollment request was started but not submitted

#### 12. Last Update Date/Time:
The date/time the enrollment request was processed

#### 13. Enrollment Action Date:
Effective date of transaction if “Action Date” override was used by Registrar's Office

#### 14. Enrollment Request ID:
Once an enrollment request is submitted, it’s assigned and Enrollment Request ID. View additional details on the enrollment request through Records and Enrollment > Enroll Students > Enrollment Request > Find an Existing Value > Enter Enrollment Request ID

#### 15. Term:
The four digit term code of the enrollment transaction

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