

# Enrollment Request Search

1. In PeopleSoft, navigate to Main Menu > Records and Enrollment > Enroll Students > Enrollment Request Search.
2. With Academic Institution blank, hit the "Search" button.
3. Click the arrow next to "Towson U."

**Find an Existing Value**

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Academic Institution begins with Search Clear Save Search

▼ Search Results

1 rows

Academic Institution	Description	Short Description	
TOWSN	Towson University	Towson U	>

4. Make sure at least the "Academic Career", "Term", and "ID" are populated and hit Search. (Note: You may want to enter a class number if you are trying to determine the enrollment data for a particular course.)

**Enrollment Request Search**

Academic Institution TOWSN Towson University Search

Academic Career Undergraduate

Term 1234

Enrollment Request ID

Enrollment Request Source

Enrollment Request Action

Enrollment Action Reason

User ID

ID

Class Nbr

Refresh Previous Search Result

**Enrollment Action Range**

From Date

End Date

**Last Update Range**

From DateTime

Thru DateTime

▼ Enrollment List

User ID	ID	Term	Class Nbr	Subject Area	Catalog Nbr	Academic Career
1						

Save Return to Search Notify

5. Hit the highlighted button to expand the window.



The screenshot shows a web interface for an 'Enrollment List'. At the top, there are navigation options: 'Personalize', 'Find', and 'First 1-16 of 16 Last'. Below this is a table with columns: 'User ID', 'ID', 'Term', 'Class Nbr', 'Subject Area', 'Catalog Nbr', and 'Academic Career'. A red box highlights a button with a right-pointing arrow in the top right corner of the table area.

Fields 1-7	Fields 8-11	Fields 12-19	Fields 20-25	Fields 26-30	Fields 31-35	Fields 36-40	
User ID	ID	Term	Class Nbr	Subject Area	Catalog Nbr		Academic Career
1		1234	1191	ARTH	221		UGRD
2		1234	3416	ANTH	209		UGRD

6. The fields you will want to look for are:

- a. **User ID** – The user that attempted the transaction.
- b. **Subject Area**
- c. **Catalog Nbr**
- d. **Last Update DateTime** – This is important since you will usually want to look at the most recent successful transaction.
- e. **Enrollment Request Action** – The action being performed (Enroll for enrollment attempt, Drop for drop attempt)
- f. **Enrollment Req Detail Status** – The status of the enrollment or drop attempt. S = Success, E = Error. You can ignore anything that is an error but anything with an S is a successful transaction.