

UofC Enrollment History Request groups together information contained in the Student Administration Enrollment Request Search. Use the Enrollment Request History when troubleshooting student enrollment problems.

1. Click the **Records and Enrollment** link.

[▶ Records and Enrollment](#)

2. Click the **Enroll Students** link.

[Enroll Students](#)

3. Click the **UofC Enroll Request History** link.

[UofC Enroll Request History](#)

4. Click the **Search** button.

[Search](#)

5. If a Term is not specified all enrollment requests performed for the students throughout their career will be listed in the grid.

**UofC Enroll Request History**

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

[Find an Existing Value](#)

▼ Search Criteria

ID:

Academic Career:

Academic Institution:

Term:

Campus ID:

National ID:

Last Name:

First Name:

Term Alternate Key:

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

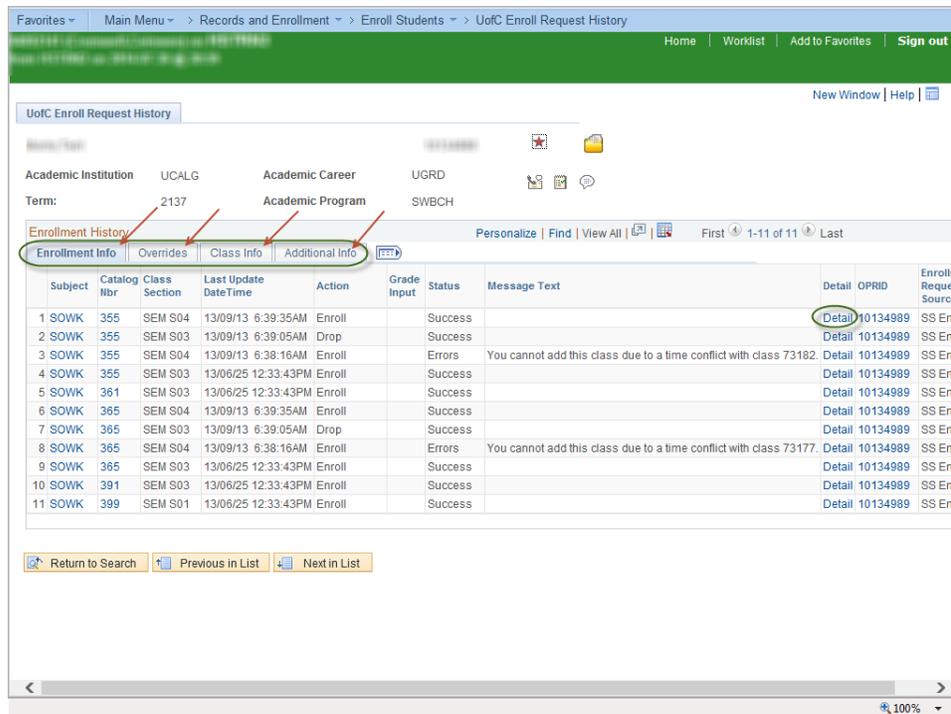
View All

ID	Academic Career	Academic Institution	Term	Short Description Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID	Short Description	Last Name
10134989	Undergrad	UCALG	2151 W15		Female	11/07/1985	(blank)	(blank)	CAN	SIN		
10134989	Undergrad	UCALG	2147 F14		Female	11/07/1985	(blank)	(blank)	CAN	SIN		
10134989	Undergrad	UCALG	2145 S14		Female	11/07/1985	(blank)	(blank)	CAN	SIN		
10134989	Undergrad	UCALG	2143 P14		Female	11/07/1985	(blank)	(blank)	CAN	SIN		
10134989	Undergrad	UCALG	2137 F13		Female	11/07/1985	(blank)	(blank)	CAN	SIN		
10134989	Undergrad	UCALG	2135 S13		Female	11/07/1985	(blank)	(blank)	CAN	SIN		

# Enrollment Request History

SA - Registration

6. On UofC Enroll Request History four tabs contain summary information about the student; **Enrollment Info**, **Overrides**, **Class Info** and **Additional Info**. Enrollment Info groups together the enrollment activity for the student. All information displayed was performed through their Student Centre via Self-Service. Click on the **Detail** link to view the error message.



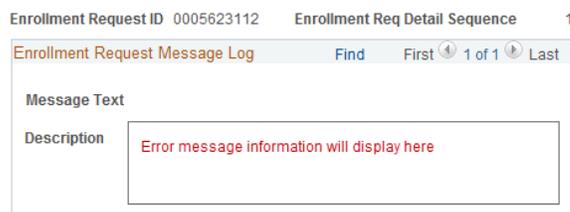
Subject	Catalog Nbr	Class Section	Last Update DateTime	Action	Grade Input	Status	Message Text	Detail	OPRID	Enrollm Request Source
1 SOWK	355	SEM S04	13/09/13 6:39:35AM	Enroll		Success		<a href="#">Detail</a>	10134989	SS Enrc
2 SOWK	355	SEM S03	13/09/13 6:39:05AM	Drop		Success		<a href="#">Detail</a>	10134989	SS Enrc
3 SOWK	355	SEM S04	13/09/13 6:38:16AM	Enroll		Errors	You cannot add this class due to a time conflict with class 73182	<a href="#">Detail</a>	10134989	SS Enrc
4 SOWK	355	SEM S03	13/06/25 12:33:43PM	Enroll		Success		<a href="#">Detail</a>	10134989	SS Enrc
5 SOWK	361	SEM S03	13/06/25 12:33:43PM	Enroll		Success		<a href="#">Detail</a>	10134989	SS Enrc
6 SOWK	365	SEM S04	13/09/13 6:39:35AM	Enroll		Success		<a href="#">Detail</a>	10134989	SS Enrc
7 SOWK	365	SEM S03	13/09/13 6:39:05AM	Drop		Success		<a href="#">Detail</a>	10134989	SS Enrc
8 SOWK	365	SEM S04	13/09/13 6:38:16AM	Enroll		Errors	You cannot add this class due to a time conflict with class 73177	<a href="#">Detail</a>	10134989	SS Enrc
9 SOWK	365	SEM S03	13/06/25 12:33:43PM	Enroll		Success		<a href="#">Detail</a>	10134989	SS Enrc
10 SOWK	391	SEM S03	13/06/25 12:33:43PM	Enroll		Success		<a href="#">Detail</a>	10134989	SS Enrc
11 SOWK	399	SEM S01	13/06/25 12:33:43PM	Enroll		Success		<a href="#">Detail</a>	10134989	SS Enrc

Click the **Detail** link.

[Detail](#)

7. If there are any error messages they will display in the Description.

**Enrollment Request History**



Enrollment Request ID 0005623112 Enrollment Req Detail Sequence 1

Enrollment Request Message Log Find First 1 of 1 Last

Message Text

Description Error message information will display here



Click the **Return** button.

[Return](#)

- Click the **Overrides** tab to view the overrides grouped together and performed on behalf of the student.



Enrollment History Personalize | Find | View All | First 1-11 of 11 Last

Enrollment Info		Overrides	Class Info	Additional Info										
Subject	Catalog Nbr	Class Section	Appointment	Override Action Date	Srvclnd	Unit Load	Override Time Conflict	Wait List Okay	Closed Class	Class Links	Permission	Requisites	Grading Basis	Class Units
1 SOWK	355	SEM S04	<input type="checkbox"/>											
2 SOWK	355	SEM S03	<input type="checkbox"/>											
3 SOWK	355	SEM S04	<input type="checkbox"/>											
4 SOWK	355	SEM S03	<input type="checkbox"/>											
5 SOWK	361	SEM S03	<input type="checkbox"/>											
6 SOWK	365	SEM S04	<input type="checkbox"/>											
7 SOWK	365	SEM S03	<input type="checkbox"/>											
8 SOWK	365	SEM S04	<input type="checkbox"/>											
9 SOWK	365	SEM S03	<input type="checkbox"/>											
10 SOWK	391	SEM S03	<input type="checkbox"/>											
11 SOWK	399	SEM S01	<input type="checkbox"/>											

Return to Search | Previous in List | Next in List

- Click the **Class Info** tab.



- Class Info groups together the classes (lectures, laboratories, tutorials) the student is registered for the specific Term. Click the **Additional Info** object.



- Additional Info groups together the Enrollment Request ID's for each enrollment transaction.

Enrollment History Personalize | Find | View All | First 1-11 of 11 Last

Enrollment Info		Overrides	Class Info	Additional Info					
Subject	Catalog Nbr	Class Section	Enrollment Request ID	Seq #	Repeat Code	Requirement Designation	Requirement Designation Option	Requirement Designation Grade	Transcript Note ID
1 SOWK	355	SEM S04	0005623112	1			No		
2 SOWK	355	SEM S03	0005623111	1					
3 SOWK	355	SEM S04	0005623109	1			No		
4 SOWK	355	SEM S03	0005185898	1					
5 SOWK	361	SEM S03	0005185898	2					
6 SOWK	365	SEM S04	0005623112	2					
7 SOWK	365	SEM S03	0005623111	2					
8 SOWK	365	SEM S04	0005623109	2					
9 SOWK	365	SEM S03	0005185898	3					
10 SOWK	391	SEM S03	0005185898	4					
11 SOWK	399	SEM S01	0005185898	5					

Return to Search | Previous in List | Next in List

End of Procedure

