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:	begins with ▾	██████
Academic Career:	= ▾	▾
Academic Institution:	begins with ▾	UCALG 🔍
Term:	= ▾	🔍
Campus ID:	begins with ▾	
National ID:	begins with ▾	
Last Name:	begins with ▾	
First Name:	begins with ▾	
Term Alternate Key:	= ▾	🔍

   ☐ Case Sensitive

   Search Clear Basic Search Save Search Criteria

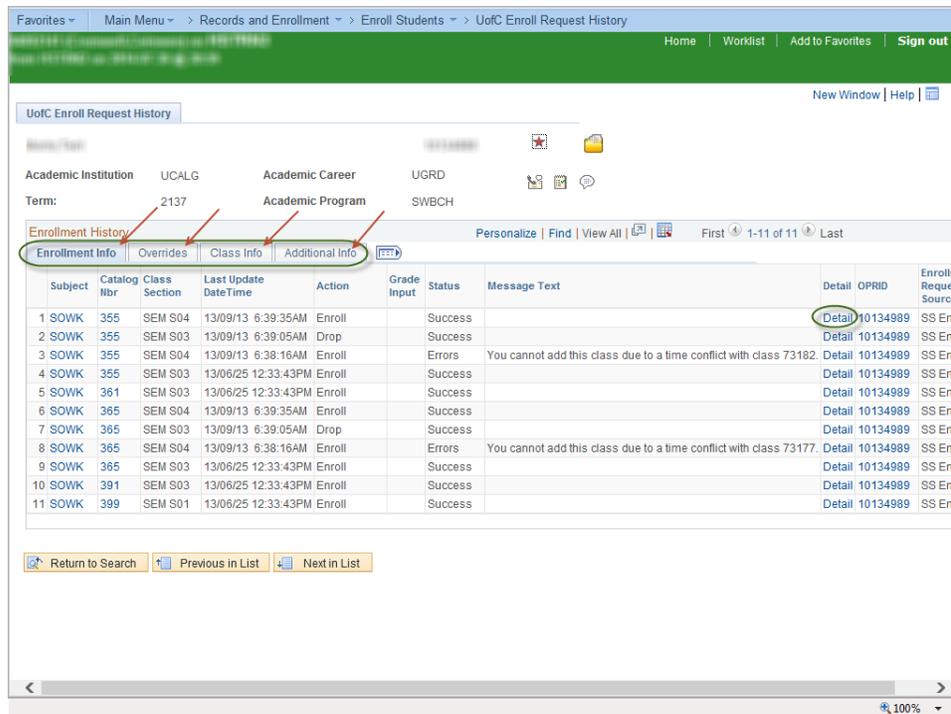   Search Results

   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	███

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.
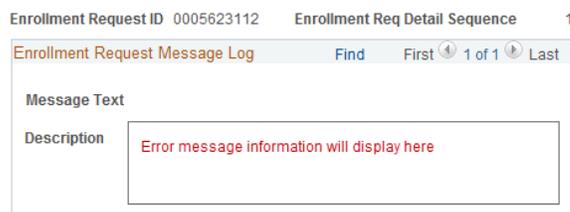

Click the **Detail** link.

Detail

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

Click the **Return** button.

Return

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

> Overrides

9.   Click the **Class Info** tab.

> Class Info

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

> Additional Info

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

End of Procedure

For the corresponding online learning, consult www.ucalgary.ca/ittraining