Business Process Procedures

12.45 USING THE ENROLLMENT REQUEST QUERY AND PAGE

Overview These procedures an operator through the step-by-step process of running the

Enrollment Request query and viewing messages through the Enrollment Request page.

Key Points A query is a request for information in a report format. The QERY database should be

used to run a query unless you need live data.

As of September 2009, The URL for the QERY database was: https://sa89gery.vccs.edu/psp/ps/?cmd=login&languageCd=ENG&

Important Since the query prompt page and the query results are displayed in a new browser

window, it may be necessary to disable all popup blockers on your browser and your auxiliary toolbars (Google, Yahoo, etc.) in order to enable the new window to

display.

Navigation Main Menu > Reporting Tools > Query > Query Manager

Part 1 – Running the Enrollment Request Query

Directions

Step 1.1 Navigate to the Query Manager page. The following dialog window appears.

Query Manager
Enter any information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Query Create New Query
*Search By: Query Name begins with
Search Advanced Search

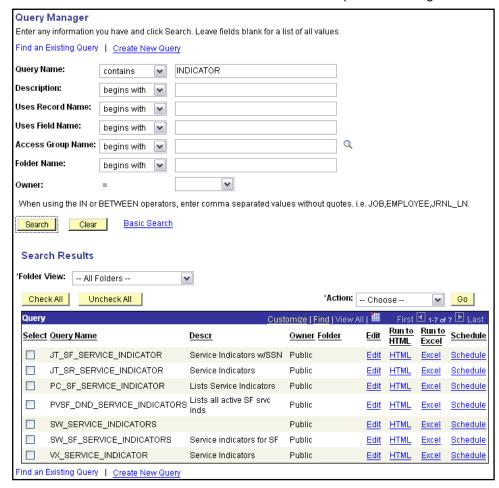
To locate and run the Enrollment Request query, enter the first few letters of the query name (like NV_ENROLL) and click Search to see the queries meeting that criterion.

Alternatively, leave the "begins with" criteria field blank and click Search to see all available queries.

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Note

You may also use other criteria to search query names by clicking Advanced Search. The example below shows using criteria CONTAINS to search for a query name that contains the word INDICATOR. The search returns all queries meeting that criterion.



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Step 1.2 The search displays a list of all queries meeting your naming criteria:



If there are more queries meeting your naming criteria than can be displayed on one page, use the navigation tools on the dark blue bar to assist you in finding the query you wish to run.



Step 1.3 Select the NV_ENROLL_REQUEST_SEARCH query. Click HTML to run it to a window or Excel to run it to a spreadsheet.

Note: Disable all popup blockers in order to view the prompt and results window.

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Step 1.4 A dialog window will open allowing for entry of prompt values, if necessary, and then eventually, the guery results.

NV_ENROLL_REQ	UEST_SE	ARCH	- Copy	of Enroll Red	Seach Pag	e								_
Academic Institution:	Q													
EmplID:		Q												
Term (Opt.):														
Acad Career (Opt.):														
Class Nbr (Opt.):	0													
View Results														
100														
User ID Term	Class#	Subj	Catig	Request ID	DateTime	Actn	Rsn	Action Dt	Unit	Chg To	Drop if Enroll	Ov A Dt	Svc in	Sta

Enter the appropriate information in the prompt fields, and click View Results to run the query.

Note

While the Term and Acad Career prompt fields are optional, failure to enter a Term and/or Career will result in displaying all enrollment activity for every term on a student record.

Important

Since VCCS regularly purges values from the database table used to create this query, the NV_ENROLL_REQUEST_SEARCH query returns only data still present in that table. Generally, you should be able to view results from the last 9 terms.

Step 1.5 The results will appear at the bottom of the page. Use the navigation tools above the dark blue bar to navigate through the results.

Notes

The Query Manager has a limitation on the maximum number of results it can display. If you encounter an error stating that your result set is too large for Query Manager, try changing the prompt values so you return a smaller array of data. If you still have a problem, contact NCSS for assitance. Technical support staff have alternatives not availablae to the general user population that will allow them to run queries that return large sets of data.

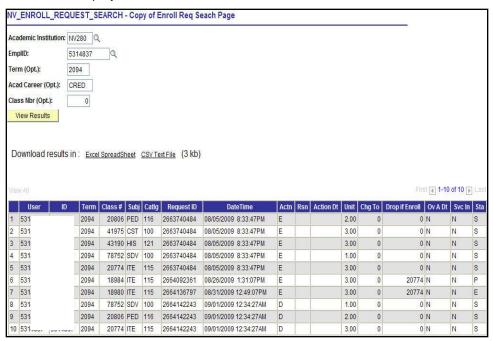
Even though in Step 1.3 above you may have chosen HTML for the output, you may also choose to download to results to an Excel Spreadsheet or CSV Text File after the results have displayed in the widown by clicking Excel SpreadSheet or CSV Text File and completing the prompts on the dialog window that appears. The results will be displayed in a spreadsheet or text file. You may manipulate and save the data as you normally would when using that kind of file.

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Part 2 - Interpreting the Results of the Enrollment Request Query

Directions

Step 2.1 The search displays a list of student enrollments.



Step 2.2 The field values are explained as follows:

Field	Description/Instructions					
User	The EMPLID of the student, or the college staff					
	member who processed the transaction.					
ID	The EMPLID of the person who performed that					
	enrollment action. This may be the student, or it may					
	be a faculty/staff member.					
Term	The term in which the enrollment action occurred.					
Class #	The class number assigned to a course.					
Subj	The subject assigned to a course.					
Catalg	The catalog number assigned to a course.					
Request ID	The identification number associated with a particular					
	enrollment action. Using this number will allow you to					
	see the messages associated with an action, if any					
	were present when the action was performed.					
DateTime	The date and time that the enrollment action was					
	performed.					
Actn (Action)	The type of enrollment performed. Possible values are:					
	E = Enroll (a course was added)					
	S = Swap (a course was swapped for another course)					
	D = Drop (a course was dropped or withdrawn)					
	M = Normal Maintenance (for example: grade basis					
	change, unit change, waitlist changes)					
	R = Remove Grade (a course grade was removed)					

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Rsn (Reason)	The action reason code used during an enrollment, if any. Possible values are:
	Credit Enrollments: CORR = Admin Correction Re-enroll CRSE = Admin Approved Course Change DECH = Admin Appr: ENG Dev/ENG Dev DMCH = Admin Appr: MTH Dev/MTH Dev DUPI = Duplicate ID Correction ECED = Admin Appr: ENG Crdt/ENG Dev MCMD = Admin Appr: MTH Crdt/MTH Dev SCHG = Admin Approved Section Change SCIT = Senior Citizen
	Credit Drops: AF60 = Last Date Attended – After 60% BF60 = Last Date Attended – Before 60% CCAN = Student Canc Class By 1 st Day CORR = Administrative Correction DROP = Student Drop DUPI = Duplicate ID Correction LEX = Approved Letter of Exception MED = Medical NSF = Dropped due to NSF Payment NVRK = Never Attended Class STPA = Student Stopped Attending Class SWIT = Class Switch After Census Date
	CEU Enrollments: CESC = CE Senior Citizen CORR = Administrative Correction DUPI = Duplicate ID Correction
	CEU Drops: CCAN = Student Cancels with CE Refund CE25 = CE - 25% Refund after Deadline CE50 = CE - 50% Refund after Deadline CE75 = CE - 75% Refund after Deadline CEAL = CE - Full Refund after Deadline DROP = Student Drop DUPI = Duplicate ID Correction NSF = Dropped due to NSF Payment SWIT = Swap Class after Census
Action Date	If the override action date function is used, this represents the overridden date assigned to the action.
Unit	The number of units assigned to a course.
Change To	If a SWAP occurs, this represents the newly swapped course.
Drop if Enroll	Represents the course that was dropped if a subsequent enrollment is successful.
Ov A Dt (Override Action Date)	Will show if the Override Action date function was used during an enrollment. The value should be "Y" if an Action Date is present.
Svc In (Service	Will show if a service indicator was present on the

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Indicator)	record at the time an enrollment action occurred.
Sta (Status)	Represents the status of an enrollment action. Possible values are:
	S = Success (the enrollment action occurred) E = Error (the enrollment action did not occur) P = Pending (the enrollment action is in a Pending status and did not actually occur) M = Message Present (the enrollment action generated a message)

Part 3 – Using the Enrollment Request Page to Review Request ID Messages

Navigation Main Menu > Records and Enrollment > Enroll Students > Enrollment Request

Directions

Step 3.1 Navigate to the Enrollment Request page. The following window appears.

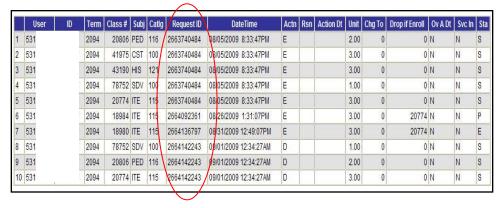
Enrollment Request	
Find an Existing Value Add a New Value	
ID:	
Academic Career: CRED Q	
Academic Institution: NV280 Q	
Term:	
Add	
Find an Existing Value Add a New Value	

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Step 3.2 Click on the "Find an Existing Value" tab.

Find an Existing Value	e <u>Add a New</u>	Value \	
Enrollment Request ID:	begins with		a
ID:	begins with		
Academic Career:	= . •	Credit	~
Academic Institution:	= ~	NV280	Q
Term:	= ~		a
Campus ID:	begins with		
National ID:	begins with		
Last Name:	begins with		
First Name:	begins with		Ī

In the "Enrollment Request ID" field, enter the number you pulled from the "Request ID" field on the NV_ENROLL_REQUEST_SEARCH query and click Search.



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Step 3.4 A page displays that contains a history of that particular registration action and any messages received while it was in progress.

Credit			Curricula	Ċ		North 2009	ern Virginia Comm Colleg Fall
nrollment F Iser ID:	Request ID: 2664	4136797		<	Status: Operator Enro	Errors Found	Submit
nrollment R	lequest Details					<u>Find</u> Viev	/All First 🕙 1 of 1 🕒 l
Sequence	Nbr: 1 Er	rors					+
Action:	Enroll		~		Action Reason	n: Q	
	Override Actio				Action Date:		
Class Nbr:	Related Class 1: Related Class 2: Start Date: Instructor ID: Repeat Code:	ITE Regular Aca	115 demic Sessi	004M Lectu on Credit		puter Appl/Cond	repts Transcript Note
Override	Grading Basis:	GRD	Graded		Grade Input:	Q	
	Units Taken:	3.00			Course Cour	it: 1.00	
	Designation;						
	Permission Nbr:	☐ Take R	equirement	Designation	RD Grade:		~
Additional Overrides			☐ Care	er ce Indicator	Class L		Class Links Unit Load
Drop This	s Class <mark>if</mark> Enrolled:	2077	ITE Dynamic S	115 Session	E87W Lecture Credit	Intro Comp	uter Appl/Concepts
Error Me	ssages						

Step 3.5 Click on the Enroll Request Details line to navigate to view information regarding other classes included in the same Enrollment Request ID.

Note

The Status field should correspond with the Status in the NV_ENROLL_REQEUST_SEARCH query. If any messages were received during the enrollment transaction, they will be displayed at the bottom of the page in the "Error Messages" section.

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