

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 QUERY database should be used to run a query unless you need live data.

As of September 2009, The URL for the QUERY database was:
<https://sa89qery.vccs.edu/ps/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
 [Advanced Search](#)

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


Alternatively, leave the “begins with” criteria field blank and click 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.

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](#)

Query Name: contains
Description: begins with
Uses Record Name: begins with
Uses Field Name: begins with
Access Group Name: begins with 
Folder Name: begins with
Owner: =

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.

[Basic Search](#)

Search Results

Folder View: -- All Folders -- **Action:** -- Choose --

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/>	JT_SF_SERVICE_INDICATOR	Service Indicators w/SSN	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	JT_SR_SERVICE_INDICATOR	Service Indicators	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	PC_SF_SERVICE_INDICATOR	Lists Service Indicators	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	PVSF_DND_SERVICE_INDICATORS	Lists all active SF svc inds	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	SW_SERVICE_INDICATORS		Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	SW_SF_SERVICE_INDICATORS	Service indicators for SF	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	VX_SERVICE_INDICATOR	Service Indicators	Public		Edit	HTML	Excel	Schedule

[Find an Existing Query](#) | [Create New Query](#)

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Step 1.2

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

Query Manager
Enter any information you have and click Search. Leave fields blank for a list of all values.
[Find an Existing Query](#) |

*Search By: Query Name [Advanced Search](#)

Search Results
*Folder View: -- All Folders -- *Action: -- Choose --

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/>	NV_ENROLL_COUNTS	Count of successful enrolls	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	NV_ENROLL_COUNTS_DATETIME	Count of successful enrolls	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	NV_ENROLL_MILITARY_STUDENTS	Enroll Rpt for Military Stdnts	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	NV_ENROLL_REQUEST_SEARCH	Copy of Enroll Req Seach Page	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	NV_ENROLL_STATUS_BY_DIV	Div Enrollment Status	Public		Edit	HTML	Excel	Schedule

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.

Query [Customize](#) | [Find](#) | [View 100](#) | [First](#) | [1-30 of 300](#) | [Last](#)

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 query results.

NV_ENROLL_REQUEST_SEARCH - Copy of Enroll Req Search Page

Academic Institution:

EmpID:

Term (Opt.):

Acad Career (Opt.):

Class Nbr (Opt.):

[View Results](#)

User ID Term Class # Subj Catg 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.

First 1-100 of 2424 Last

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 assistance. Technical support staff have alternatives not available 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 the results to an Excel Spreadsheet or CSV Text File after the results have displayed in the window 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.

Part 2 – Interpreting the Results of the Enrollment Request Query

Directions

Step 2.1 The search displays a list of student enrollments.

NV_ENROLL_REQUEST_SEARCH - Copy of Enroll Req Search Page

Academic Institution:

EmplID:

Term (Opt.):

Acad Career (Opt.):

Class Nbr (Opt.):

Download results in: [Excel Spreadsheet](#) [CSV TextFile](#) (3 kb)

View All First Last

	User	ID	Term	Class #	Subj	Catlg	Request ID	DateTime	Actn	Rsn	Action Dt	Unit	Chg To	Drop if Enroll	Ov A Dt	Svc In	Sta
1	531		2094	20806	PED	116	2663740484	08/05/2009 8:33:47PM	E			2.00	0	0	N	N	S
2	531		2094	41975	CST	100	2663740484	08/05/2009 8:33:47PM	E			3.00	0	0	N	N	S
3	531		2094	43190	HIS	121	2663740484	08/05/2009 8:33:47PM	E			3.00	0	0	N	N	S
4	531		2094	78752	SDV	100	2663740484	08/05/2009 8:33:47PM	E			1.00	0	0	N	N	S
5	531		2094	20774	ITE	115	2663740484	08/05/2009 8:33:47PM	E			3.00	0	0	N	N	S
6	531		2094	18984	ITE	115	2664092361	08/26/2009 1:31:07PM	E			3.00	0	20774	N	N	P
7	531		2094	18980	ITE	115	2664136797	08/31/2009 12:49:07PM	E			3.00	0	20774	N	N	E
8	531		2094	78752	SDV	100	2664142243	09/01/2009 12:34:27AM	D			1.00	0	0	N	N	S
9	531		2094	20806	PED	116	2664142243	09/01/2009 12:34:27AM	D			2.00	0	0	N	N	S
10	531		2094	20774	ITE	115	2664142243	09/01/2009 12:34:27AM	D			3.00	0	0	N	N	S

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.
Catlg	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)	<p>The action reason code used during an enrollment, if any. Possible values are:</p> <p><u>Credit Enrollments:</u> 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</p> <p><u>Credit Drops:</u> AF60 = Last Date Attended – After 60% BF60 = Last Date Attended – Before 60% CCAN = Student Canc Class By 1st 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</p> <p><u>CEU Enrollments:</u> CESC = CE Senior Citizen CORR = Administrative Correction DUPI = Duplicate ID Correction</p> <p><u>CEU Drops:</u> 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</p>
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.

The screenshot shows the 'Enrollment Request' page. At the top, there are two tabs: 'Find an Existing Value' (which is selected) and 'Add a New Value'. Below the tabs, there are four search fields, each with a magnifying glass icon to its right:

- ID: []
- Academic Career: CRED
- Academic Institution: NV280
- Term: []

Below the search fields is a yellow 'Add' button. At the bottom of the page, there are two links: 'Find an Existing Value' and 'Add a New Value'.

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Step 3.2 Click on the “Find an Existing Value” tab.

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

Enrollment Request ID: begins with

ID: begins with

Academic Career: = Credit

Academic Institution: = NV280

Term: =

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)


Step 3.3 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 .

	User	ID	Term	Class #	Subj	Catg	Request ID	DateTime	Actn	Rsn	Action Dt	Unit	Chg To	Drop if Enroll	Ov A Dt	Svc In	Sta
1	531		2094	20806	PED	116	2663740484	08/05/2009 8:33:47PM	E			2.00	0	0	N	N	S
2	531		2094	41975	CST	100	2663740484	08/05/2009 8:33:47PM	E			3.00	0	0	N	N	S
3	531		2094	43190	HIS	121	2663740484	08/05/2009 8:33:47PM	E			3.00	0	0	N	N	S
4	531		2094	78752	SDV	100	2663740484	08/05/2009 8:33:47PM	E			1.00	0	0	N	N	S
5	531		2094	20774	ITE	115	2663740484	08/05/2009 8:33:47PM	E			3.00	0	0	N	N	S
6	531		2094	18984	ITE	115	2664092361	08/26/2009 1:31:07PM	E			3.00	0	20774	N	N	P
7	531		2094	18980	ITE	115	2664136797	08/31/2009 12:49:07PM	E			3.00	0	20774	N	N	E
8	531		2094	78752	SDV	100	2664142243	09/01/2009 12:34:27AM	D			1.00	0	0	N	N	S
9	531		2094	20806	PED	116	2664142243	09/01/2009 12:34:27AM	D			2.00	0	0	N	N	S
10	531		2094	20774	ITE	115	2664142243	09/01/2009 12:34:27AM	D			3.00	0	0	N	N	S

Step 3.4

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

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.