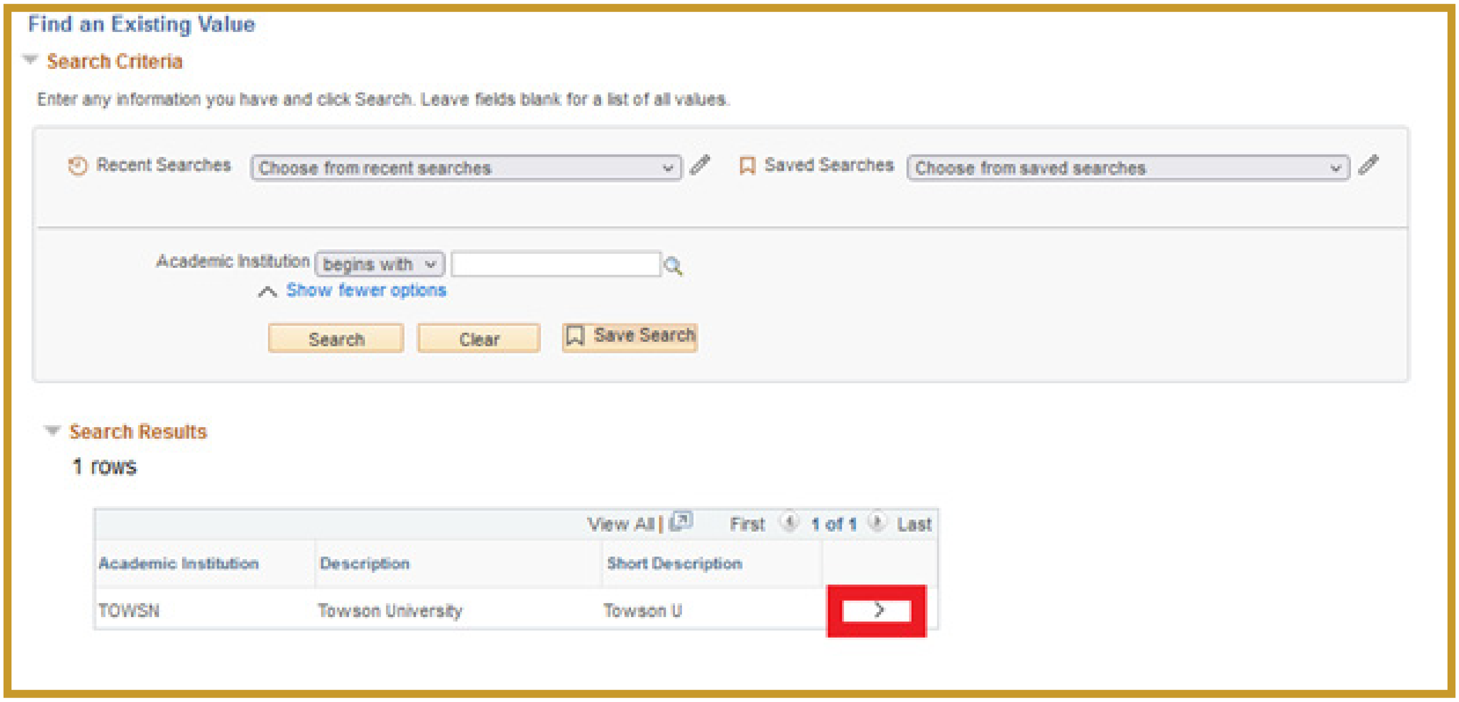
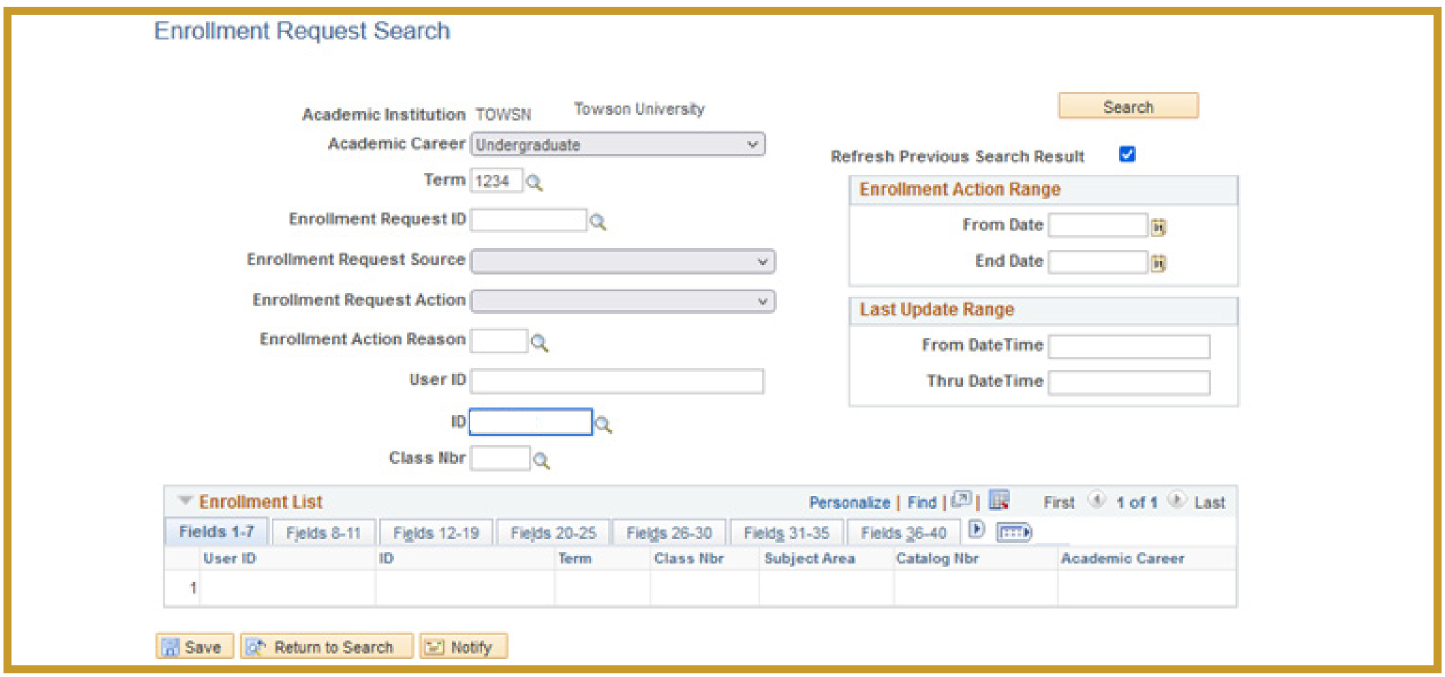
# Enrollment Request Search

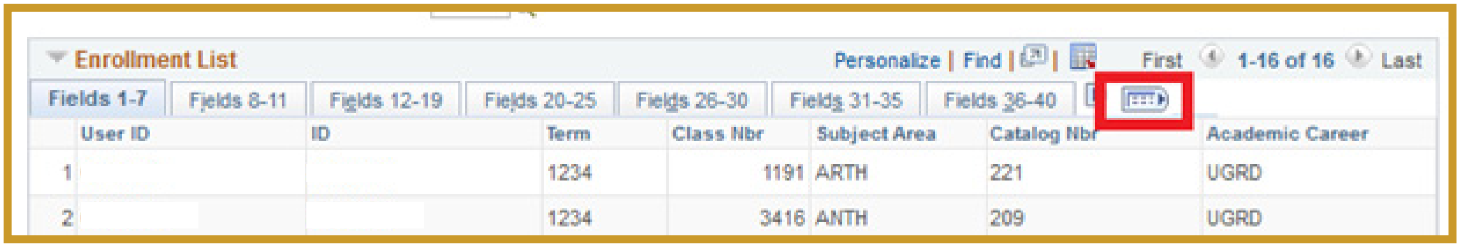
1. In PeopleSoft, navigate to Main Menu > Records and Enrollment > Enroll Students > Enrollment Request Search.
2. With Academic Institution blank, hit the "Search" button.
3. Click the arrow next to "Towson U."




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.)



5. Hit the highlighted button to expand the window.




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.