

## Enrollment Verification Requests

The Enrollment Verification feature enables you to produce enrollment verification reports for students. You can produce these reports either for individual students on-demand, or through a batch process using the Process Scheduler. This feature also enables you track the production of enrollment verifications for individual students, enter enrollment verification requests for future dates, and prevent production of enrollment verifications for students with specific service indicators.

Ana Beck ID: SR0400

View All First 1 of 1 Last

**Sequence Number:** 1 On Request Print + -

**Request Date:** 05/31/2001 Report Manager

**Academic Institution:** PSUNV PeopleSoft University

**Date to be Printed:** 05/31/2001

**Date Processed:**

**From Term:**

**To Term:**

**Current Program**  **Earned Degrees**  **Cum and Term GPA**

**User ID:** Carroll,Bruce

- **Sequence Number** - The system assigns a sequential number to each request that has been entered for the student.
- **Request Date** - The system displays the date on which the request was entered into the system. If you are entering a new request, the system defaults this date to today's date.
- **Academic Institution** - Select the academic institution for which you want to print the request. The system defaults to the academic institution defined for you on the User Defaults component.
- **Date to be Printed** - The system defaults the date this request will be printed to today's date. If you want to print the request on a future date through the batch enrollment verification process, select a new date. The enrollment verification process will not print the request until the system date matches this date and the date range of your batch request includes this date.
- **Date Processed** - If the request has already been processed, the system displays the date the processing occurred.
- **From Term** - To report all terms for which the student has enrollment history, leave this field blank. To print an enrollment verification report for a single term, select the term.
- **To Term** - This field value defaults from the **From Term** field value. If you want to print an enrollment verification report for a range of terms, select the latest term in the range.
- **Current Program** - Select this option to include the student's current academic career, academic program, academic plan, and academic sub-plan in the printed report. The system selects this option for you by default.

**Note:** In order to print the student's current program, academic plan, and academic sub-plan, the Transcript Level field on the Academic Program 2 page, Academic Plan Table page, and Academic Sub-Plan Table page (respectively) must be set to a value other than 'Not Print'.

- **Earned Degrees** - Select this option to include the student's earned degrees in the printed report. If you select this option and the student has no earned degrees, the process excludes this section of information from the printed report.
- **Cum and Term GPA** - Select this option to include the student's GPA by term and cumulative GPA by academic career on the printed report.

**Note:** To print the student's cumulative GPA by academic career on the request, you must *also* select the **Current Program** option.

- **User ID** - If the request has already been processed, then for tracking purposes the system displays the user ID of the person who entered the request.
- **Status (not labeled)** - The system displays the current status of the request, either On Request or Completed.
- **Print** - Click this button to process the request immediately. Once complete, the process updates the request **Status** to Completed.

**Note:** You can also use this button to reprint a request. The system keeps no record of reprinted enrollment verifications.

**Note:** If the student has no enrollment history based on the request parameters, the system prints a report with the enrollment history header and the message 'Enrollment History Unavailable'.

**Note:** If the student has a service indicator with an attached service impact of ENVER, the system displays the Service Indicator page indicating that enrollment verification has been prevented due to negative service indicators.

Ana Beck ID: SR0400

View All First 1 of 1 Last

Seq #: 1 Request Date: 05/31/2001

View All First 1 of 1 Last

Send to Requestor  Specify External Org ID  + -

Org ID: 000010061 University of Ottawa Location: 1 Mailing Address

Send to: University of Ottawa \*Number of Copies: 1

Country: CAN Canada

Address 1: 550 Cumberland Street

Address 2: PO Box 450

Address 3: Stn A

Address 4:

City: Ottawa

County: Postal: K1N 6N5

Province: ON Ontario

**Send to Requestor** - Select this check box to automatically populate the **Send To** field with the requestor's name and the address fields with the requestor's home address.

**Specify External Org ID** - Select this check box to be able to choose an existing external organization. The system makes available the **Org ID** and **Location** fields for this purpose.

**Send to** - Enter the name of the recipient to whom you are sending the enrollment verification report. If you select either the **Send to Requestor** option or the **Specify External Org ID** option, then this value populates automatically according to your selection, but can be overwritten. You can enter multiple recipients.

**Number of Copies** - Enter the number of enrollment verification reports you want to produce and send to this recipient and address.

The screenshot shows a web application interface. At the top, it displays the user name 'Ana Beck' and the request ID 'ID: SR0400'. Below this is a table with one row. The table header includes 'Seq #:' and 'Request Date:'. The table content shows 'Organization: University of Ottawa' and 'Location: Mailing Address'. Below the table, there is a 'Send to:' field with the value 'University of Ottawa'. A section titled 'Enrollment Verifications Notes:' contains a text area with the text 'This enrollment verification is provided at the request of the university of Ottawa.' The interface includes navigation controls like 'View All', 'First', '1 of 1', and 'Last'.

The system displays the name of the recipient in either the **Send To** field or the **Organization** and **Location** fields.

**Enrollment Verification Notes** - If you want to include a message on the enrollment verification report, enter the text in this field.

## Processing Enrollment Verification in Batch

The screenshot shows the 'Enrollment Verification Print' interface. It includes a 'Run Control ID:' field with the value 'PS'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this is a search bar for 'Academic Institution:' with the value 'PSUNV' and the text 'PeopleSoft University'. There are also fields for 'Begin Date:' and 'End Date:' with the value '09/05/2000'. A checkbox labeled 'Unprinted Requests Only' is checked.

**Academic Institution** - Select the academic institution for which you want to print enrollment verification reports. Define academic institution values on the Academic Institution Table component.

**Unprinted Requests Only** - Select this check box if you want the process to print only the request records that have a status of *On Request*, as displayed on the Request process page in the Enrollment Verification Req (request) component. The process will exclude all previously printed enrollment verification reports. The system selects this option by default.

**Begin Date/ End Date** - In the **Request Date** group box, select a range of dates to process only the request records entered into the system on or within those dates. By default, the system populates the **End Date** field with today's date. If you want to print the academic institution's request records for all dates, leave these fields blank.

## Self-Service Request Enrollment Verification Page

SA Self Service, Learner Services, Academics, Request Enrollment Verification

Students can use the Request Enrollment Verification self-service pages to request enrollment verifications.

### Request Enrollment Verification

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Robert Cooper

Enter your request in the form below.

**Select Processing Options**

Allow to Print from My Browser

\*Academic Institution:

Include My Program and Plan

Include My Earned Degrees

Include My Term and Cum GPA

Select desired Term or leave blank for all Terms :

To enter additional addresses to this request, click Add. To review other addresses in this request, use the navigation links.

**Enter Recipient Address Information** First  1 of 1  Last

Send To My Address Address Type:

Send to:

Country:   United States

Address 1:

Address 2:

Address 3:

City:

County:  Postal:

State:   California

# Enrollment Verification Results

SA Self Service, Learner Services, Academics, Request Enrollment Verification

## Request Enrollment Verification

PeopleSoft University  
4301 Hacienda Boulevard  
Pleasanton, CA 94588  
United States

Robert Cooper  
4460 Hacienda Drive  
Pleasanton, CA 94588  
United States

### Enrollment Verification as of Jul 3, 2001

**Name:** Robert Cooper

**ID Nbr:** SR13453  
**SSN:** 999-99-9999

### Current Program of Study

Career	Academic Program	Exp Comp Dt
Undergraduate	Liberal Arts Undergraduate	

Academic Plan	Degree	Declare Dt	Sub-Plan
Chemistry (BS)	B.S.	01/01/2000	

### Enrollment History

Term	Career	Begin Date	End Date	Units	Status
2001 Fall	UGRD	08/20/2001	12/21/2001	9.00	3/4 Time