

Student Records Batch Processing – Enrollment Requests

Overview

This document illustrates how to run batch Enrollment Requests for a specific group of students. You will utilize a [data entry template](#) that can be found on the [USSS Batch Processing Page](#).

Steps

Create and Move the Batch Files

1. Using the [Batch Enrollment Requests template](#) in Excel, enter the necessary enrollment information. Make sure to **capitalize** all data entered in the spreadsheet. Columns A through H are mandatory:
 - a. **Column A- Line Number** = Leave as is. Do not change.
 - b. **Column B- Email Address** = Enter full email address on first row of data. You do not have to repeat this field for every row.
 - c. **Column C- University ID** = If the leading zeros are lost when copying the data, the template will add the necessary digits in column AK (double check UID has leading zeros in column AK).
 - d. **Column D- Institution** = Institution code
 - e. **Column E- Career** = Career code, three or four digit abbreviation, i.e. LAW, UGRD.
 - f. **Column F- Term** = Term code
 - g. **Column G- Action** = E (for Enroll) or D (for Drop).
 - h. **Column H- Action Reason** = Leave **blank** for Enroll actions. Use four digit Action Reason Code for Drop actions, i.e. ADMF, SDRP.
 - i. **Column I- Class Number** = Class Number. This should be the enrollment component of the class unless the override class links is being used to enroll the student in the non-enrollment component. An example of the template is shown below.

	A	B	C	D	E	F	G	H	I	J	K
1	(User Name)		Batch Enrollment Requests								
2	(User Email)										
Enrollment Requests Be sure to CAPITALIZE all values in all fields. Required fields are highlighted in yellow. Begin entering data at cell B5. *Enter contact information in A1 (User Name) and A2 (User Email). Please see the Batch Enrollment Requests end user guide for more information.											
3											
4	Line Number	Email Address	University ID	Institution	Career	Term	Action (Enroll)	Class Number	Related Class Number (1)	Related Class Number (2)	Wait List Okay
5	1	ARASDALL@IU.EDU									
6	2										
7	3										

2. Enter any necessary data in Columns J through AK. Information in columns J-AK only needs to be entered if you would normally enter it on the *Enrollment Request* page in SIS. All override values default to N. Therefore if the request doesn't require an override you can leave the field blank.

Student Records Batch Processing – Enrollment Requests

3. Once you have entered the necessary data, save a copy for yourself, and submit a copy to the following drop folder for processing by USSS staff:
\\ADS\USSS\RC\Student_Records_Batch_Loads_RC\Enrollment_Requests\Data_Files_In
4. USSS processes files on a first-come, first-served basis. Generally, files received before 12:00 PM will be processed the same day. Files received after 12:00 PM may not be processed until the following business day.
5. You should receive two error report emails:
 - a. **Load Enrollment Requests Result Report**- This report will detail how many rows were successfully inserted into the PS_ENRL_REQ_DETAIL Table.
 - i. The report will list how many rows were read on the input file, how many rows had errors and how many rows were inserted into the table (not necessarily enrolled in the course).
 - ii. If there were rows that were not inserted into the table, the report will list the row number that had an error and brief explanation of the error. The code column specifies if the information is an 'E' error or 'I' information. The 'KEY/DATA' refers to line number from the file. See the following example.

Load Enrollment Requests (AS2312182014_results_rpt.txt)

CODE	KEY/DATA	MESSAGE
E	6	Read/Source/Validation Error for Data Item(s): REPEAT CODE for ROWID: 6
E	13	Read/Source/Validation Error for Data Item(s): REPEAT CODE for ROWID: 13
E	14	Read/Source/Validation Error for Data Item(s): Student not eligible to enroll for ROWID: 14
I		15: Records read from the input file
I		3 Records that had errors
I		12: Records Inserted in to the PS_ENRL_REQ_DETAIL table

- b. **Enrollment Engine Error Report** - This report will list errors and messages for rows that were successfully inserted in the table above. See the following example.

IU Enrollment Engine Errors 22-DEC-2014_01:38:10.000000_PM

Enrl Req ID	Date	Emplid	Career	Institution	Term	Class	Grade	Basis	Grade	IU Msg	Error
0018622140	22-DEC-20		UGRD	IUEAA	4152	6447	GR1			Error	Department Consent Required to Enroll in Class, Add Not Processed.
0018622140	22-DEC-20		UGRD	IUEAA	4152	6089	GR1			Error	Hold on record, Add not processed.
0018622140	22-DEC-20		UGRD	IUEAA	4152	6149	GR1			Error	Hold on record, Add not processed.
0018622140	22-DEC-20		UGRD	IUEAA	4152	6283	GR1			Error	Hold on record, Add not processed.
0018622140	22-DEC-20		UGRD	IUEAA	4152	6501	GR1			Message	Attention: Possible Repeat. May Lose Credit; See Advisor.
0018622140	22-DEC-20		UGRD	IUEAA	4152	6788	GR1			Message	Attention: Possible Repeat. May Lose Credit; See Advisor.

End of Enrollment Engine Error Report

- c. **Note:** If the entire file contains bad data, you will only receive the Load Enrollment Request Results Report. The Enrollment Engine Error Report would not contain helpful data since none of the rows were successfully inserted into the table.

Student Records Batch Processing – Enrollment Requests

6. To review the enrollment requests in SIS you will need to use the *Enrollment Request Search* page. Batch enrollment requests will use the enroll request source of ME which are not listed on the *Enrollment Request* page.