

View Enrollment Error Messages

1. Navigate to Main Menu > CS – Reporting Tools > Query > Query Viewer
 - To shorten this step, see “Add Query Viewer to Your Favorites”
2. Search for the “VIEW_ENROLLMENT_ERROR_MESSAGES” query
 - To shorten this step, see “Add A Query to Your Favorites”
3. Click the HTML link to view the results in your web browser or click the Excel link to view the results in Excel.
4. When prompted, enter the student’s ID and enrollment term. Click the View Results button to continue.
5. Click the View Results button at any time to refresh the search results. Or, to view data for a different student/term, change the Student ID/term and click the View Results button.
6. The query begins by gathering all of the student’s enrollment transactions submitted through Self Service for the term (transactions submitted by staff are not included). The query then groups the transactions by Course, and looks at the most recent transaction for each course (if a student tried to enroll in several different sections of ENGLISH 101, only the most recent attempt is included). The query then discards enrollment transactions that ended successfully. Transactions that produced error messages or warning messages remain.

Add Query Viewer to your Favorites

Method 1

1. Navigate to Main Menu > CS – Reporting Tools > Query > Query Viewer
2. Click “Add to Favorites” in the upper right corner, near the Sign Out button
3. The Description defaults to Query Viewer. This is what you will see in your list of Favorites. You may change this Description. Click OK to add Query Viewer to your list of Favorites.
4. A message will appear: The favorite has been saved. Click OK to continue.

Method 2

1. Navigate to Main Menu > CS – Reporting Tools > Query > Query Viewer
2. Click “Favorites” in the upper left corner, near the Main Menu, and select Add to My Links
3. The Name defaults to Query Viewer and is what you will see in your list of Links. You may change this Name. Click Save to add Query Viewer to your list of Links.
4. A message will appear: The favorite has been saved. Click OK to continue.
5. To return to Query Viewer at any time, click Favorites and select Query Viewer from your list of Favorites.

Add A Query to your Favorites

Navigate to CS – Reporting Tools > Query > Query Viewer. Notice the mostly-blank screen.

Query Viewer

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

*Search By begins with

[Advanced Search](#)

Search for the “VIEW_ENROLLMENT_ERROR_MESSAGES” query. The query will appear in the Search Results.

Query Viewer

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

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
VIEW_ENROLLMENT_ERROR_MESSAGES	VIEW_ENROLLMENT_ERROR_MESSAGES	Public		HTML	Excel	XML	Schedule	Favorite

Click the Favorite link to add the query to your list of Favorite queries.

Query Viewer

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

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
VIEW_ENROLLMENT_ERROR_MESSAGES	VIEW_ENROLLMENT_ERROR_MESSAGES	Public		HTML	Excel	XML	Schedule	Favorite

My Favorite Queries

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Remove
VIEW_ENROLLMENT_ERROR_MESSAGES	VIEW_ENROLLMENT_ERROR_MESSAGES	Public		HTML	Excel	XML	Schedule	[-]

From now on, when you go to Query Viewer, your favorite query(ies) displays automatically without having to search.

Query Viewer

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

*Search By begins with

[Advanced Search](#)

My Favorite Queries

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Remove
VIEW_ENROLLMENT_ERROR_MESSAGES	VIEW_ENROLLMENT_ERROR_MESSAGES	Public		HTML	Excel	XML	Schedule	[-]