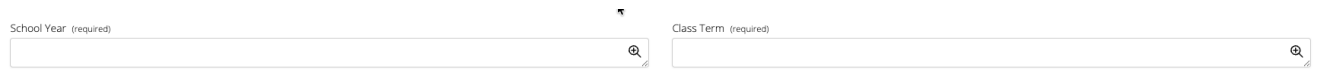


ALE Registrar: View Class Enrollment Requests (Connect)

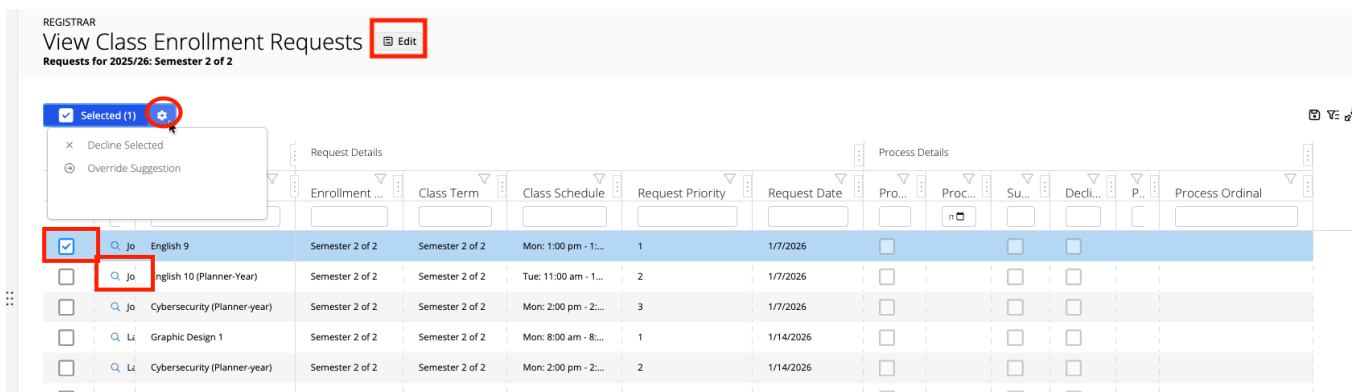
Here, you will view class enrollment requests.

1. Start under **Class Registration** in the left navigation menu and choose **View Class Enrollment Requests**.
2. Click the **magnifying glass** in the **school year** field and click the **checkbox** to the left.
3. Select the Class Term similarly.



Screenshot showing two search fields: "School Year (required)" and "Class Term (required)". Both fields have a magnifying glass icon on the right side.

4. Click **Save**.
5. Click **Save**.
6. Use the **Edit Data Page Settings** button to the right of the title to modify.



Screenshot of the "View Class Enrollment Requests" page. The title bar shows "REGISTRAR View Class Enrollment Requests" with an "Edit" button. Below the title, there is a "Selected (1)" dropdown menu with options "Decline Selected" and "Override Suggestion". A table lists enrollment requests with columns for Student, Request Details, and Process Details. The first row is highlighted in blue, and its checkbox is checked. A gear icon is circled in the top left of the table area.

Student	Request Details	Process Details								
Enrollment ...	Class Term	Class Schedule	Request Priority	Request Date	Pro...	Proc...	Su...	Decli...	P...	Process Ordinal
<input checked="" type="checkbox"/> Jo English 9	Semester 2 of 2	Semester 2 of 2	Mon: 1:00 pm - 1:...	1	1/7/2026	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Jo English 10 (Planner-Year)	Semester 2 of 2	Semester 2 of 2	Tue: 11:00 am - 1...	2	1/7/2026	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Jo Cybersecurity (Planner-year)	Semester 2 of 2	Semester 2 of 2	Mon: 2:00 pm - 2:...	3	1/7/2026	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Li Graphic Design 1	Semester 2 of 2	Semester 2 of 2	Mon: 8:00 am - 8:...	1	1/14/2026	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Li Cybersecurity (Planner-year)	Semester 2 of 2	Semester 2 of 2	Mon: 2:00 pm - 2:...	2	1/14/2026	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

7. You will see a table that lists the student, Request Detail, and Process Details.
8. Click the **magnifying glass** in the Student column to view the Manage Student Learning Plan page.
9. Click the **checkbox** to the far left of one or more students.
10. Click the **Selected Gear** in the top left and choose one of the following:
 - a. **Decline Selected**
 - b. **Override Suggestion**