# Student Forms: Enrollment Adjustment Form (EAF)

When faculty approval is necessary, faculty will be notified about EAF submissions via email, either directly from the portal or from Enrollment Managers through the "Comment" functionality. **Please confirm** system emails are coming from sender no-reply-student-forms@ucr.edu before clicking on the link.

### Direct email from portal:

- Click on the "View This Submission" link, which will take you directly to the form and display the specific action being requested.
- For each change requested, select "Yes" to approve or "No" to deny.
- Click "Process" at the bottom of the form to submit your decision.

# [Action Required] Enrollment Adjustment Form - Request for Review

no-reply-student-forms@ucr.edu

to jeffrey.williams 🔻

Dear Juliette,

An Enrollment Adjustment Form has been submitted by Scotty Highlander, who is requesting a schedule change that requires your review and approval.

- · Click the link below to open the form. You may need to login with your NETID/password.
- · For each change requested, select Yes to approve or No deny.
- · Click Process at the bottom of the form to submit your decision.

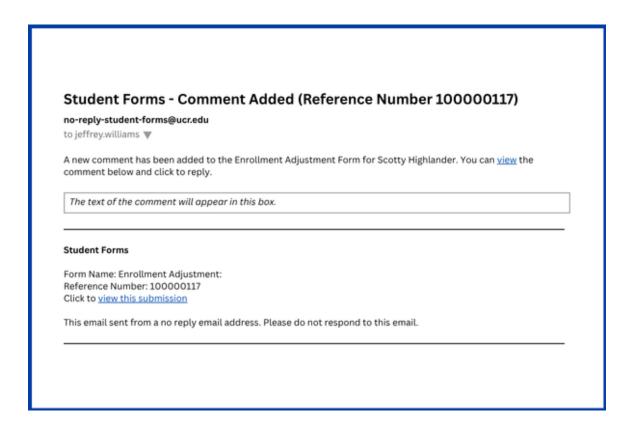
#### Student Forms

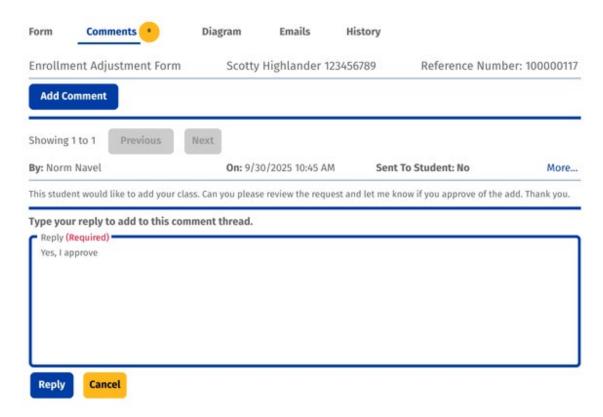
Form Name: Enrollment Adjustment: Reference Number: 100000117 Click to <u>view this submission</u>

This email sent from a no reply email address. Please do not respond to this email.

## Email from Enrollment Manager through the "Comment" functionality:

- Click on the "Reply" link, which will take you directly to the Comment section, where you can respond to the request as needed. You can also click on the navigation bar at the top of the form to access the section, as well.
- Click "Reply" to submit your typed response.





 Your feedback to the comment will be reviewed by the Enrollment Manager, and they will formally respond to the student form.

Note: Depending on your college/school, you may receive communications related to ADDs or Section Swaps.