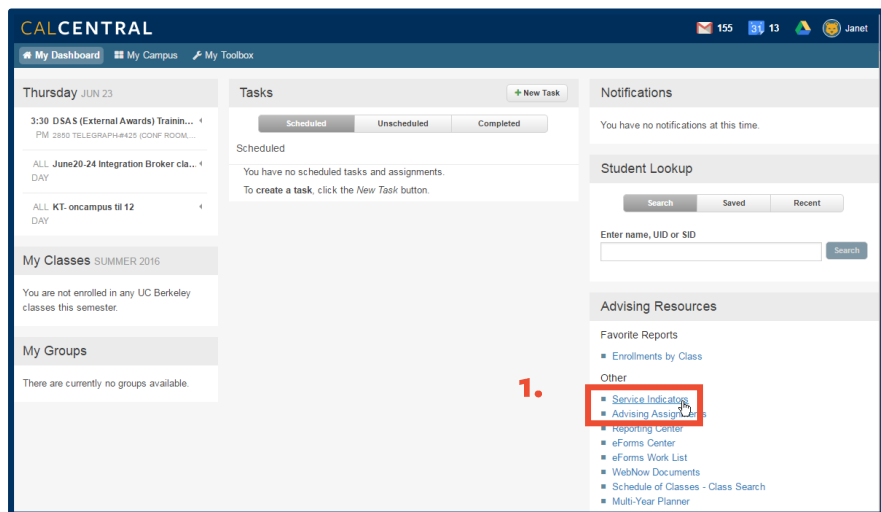


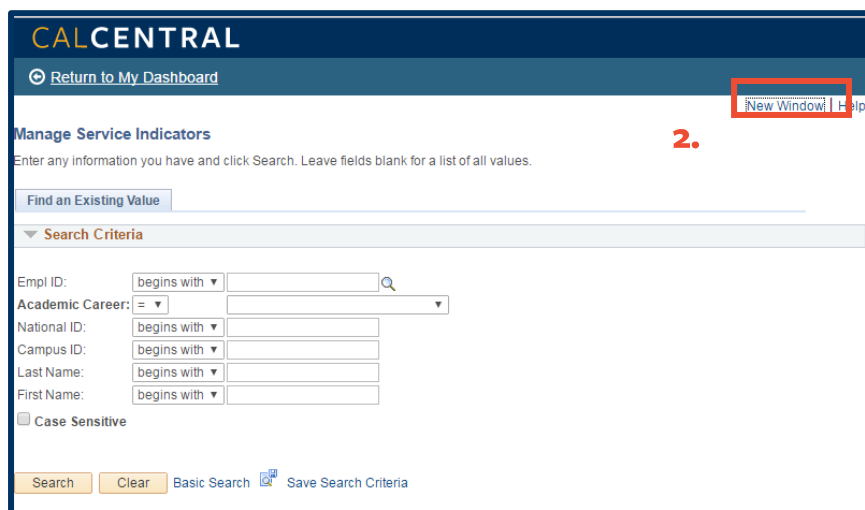
How to Change a Student's Courseload

Under certain circumstances, a student's minimum and maximum courseload units can be changed. For now, advisors will go into Campus Solutions to change unit load through a complicated route; in the future, there will be a direct link from CalCentral.

1. Once in CalCentral, click on the **Service Indicators** link.



2. Locate the **New Window** link in the upper, right corner of the **Manage Service Indicators** window, and click on it.

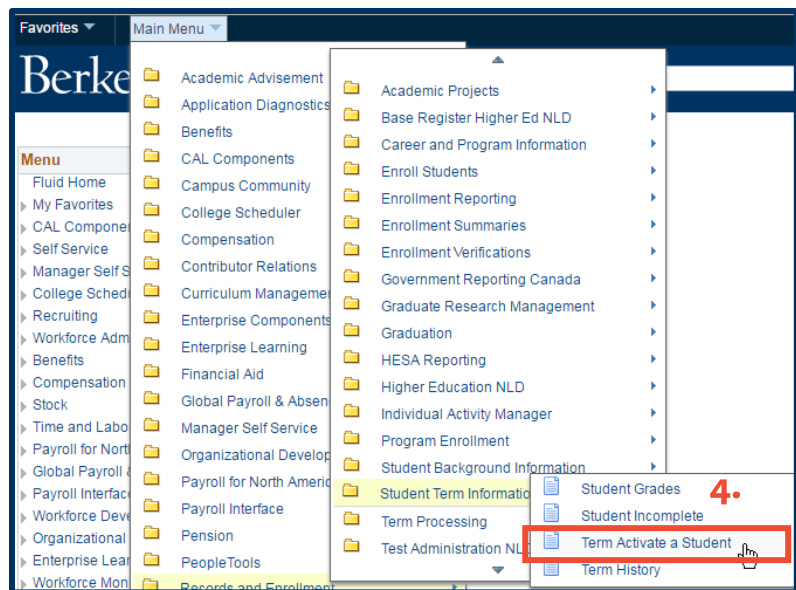


- Click the **Main Menu** link in the upper, left-hand corner, and then click the **Sort** button.

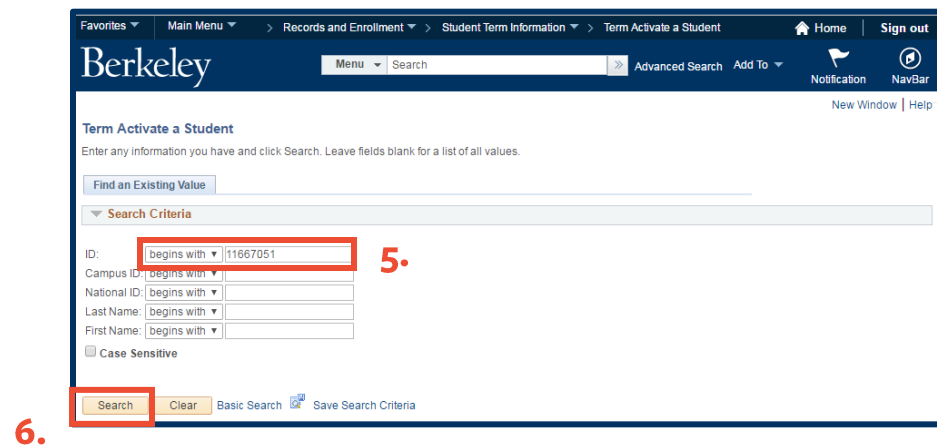


- Once in the sorted Campus Solutions menu, click **Records and Enrollment > Student Term Information > Term Activate a Student**.

NOTE: Your menus may look different, depending on your security access and functions, but all necessary objects will be present.



- In the **ID** text box, type a student's ID.
- Click **Search**.



- Click the **Enrollment Limit** tab.

Once you have verified that the **Approved Academic Load** is **Full-Time** and have clicked the **Override Unit Limits** checkbox, **Min** and **Max Total Units** Levels can be changed.

- Check that the **Term** is correct. If it is not, use the left- or right-pointing arrows to navigate through different terms.

Max Total Units

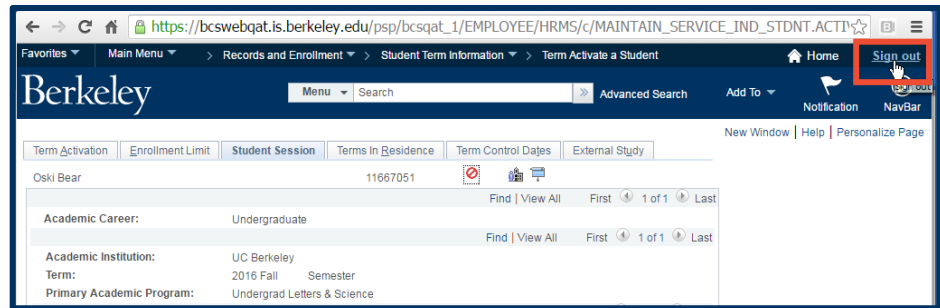
Min Total Units

Phases 1 and 2 allow students to drop down to the **Min Total Units**. **Max Total Units** are not taken into account until the adjustment period.

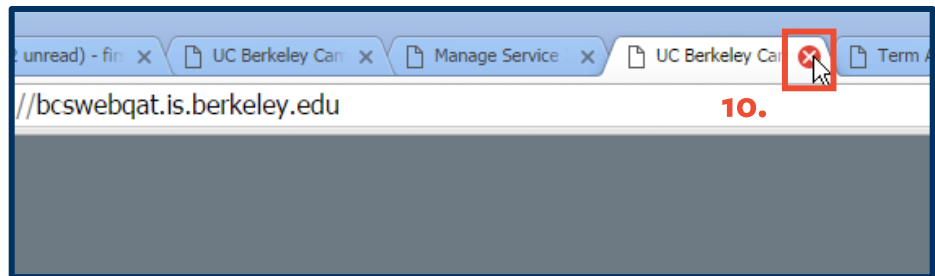
- Having made changes to the **Min** and **Max Total Units**, click the **Save** button.

8.

9. Click the Campus Solutions' **Sign out** link.



10. Click the Campus Solutions browser-window tab's **Close** button.



11. CalCentral will still be open. From there, you can carry out another task or log off CalCentral.

Support:

For questions or assistance, please contact the SIS Project:

- Call **510-664-9000** (press **option 6**)
- Email: sishelp@berkeley.edu
- Submit a ticket: https://shared-services-help.berkeley.edu/new_ticket/it