How to Change a Student’s Courseload

Under certain circumstances, a student’s minimum and maximum course load 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.
3. Click the **Main Menu** link in the upper, left-hand corner, and then click the **Sort** button.

4. 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.

5. In the **ID** text box, type a student's ID.

6. Click **Search**.
7. 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.

7b. Check that the Term is correct. If it is not, use the left- or right-pointing arrows to navigate through different terms.

Approved Academic Load
Override Unit Limits

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.

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

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**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**