

Enrollment Overrides

PATH: Main Menu > Records & Enrollment > Enroll Students > Enrollment Request

When processing enrollment requests for students, you may occasionally need to override an error message that prevents you from completing the action. Understanding the overrides is important, so that you know when it is appropriate to override and which one to use.

The following job aid defines and explains the overrides available on the Enrollment Request page.

Log into Campus Solutions and navigate to **Records & Enrollment > Enroll Students > Enrollment Request**.

Then submit your enrollment request as usual by filling out this page and then clicking **Submit**. For more information on how to enroll a student, please refer to the [Add a Student job aid](#).

The screenshot shows the Berkeley Enrollment Request page. At the top, there is a navigation breadcrumb: Favorites > Main Menu > Records and Enrollment > Enroll Students > Enrollment Request. The page header includes the Berkeley logo, a search bar, and an Advanced Search link. The main content area displays the following information:

- Enrollment Request ID:** 0000000000
- User ID:** 12657
- Status:** Pending
- Operator Enrollment Access:** (button)
- Submit** (button)

Enrollment Request Details section includes:

- Sequence Nbr:** 1
- Status:** Pending
- *Action:** Enroll (dropdown menu)
- Action Reason:** (text input)
- Override Action Date:** (checkbox)
- Action Date:** (text input)
- Wait List Okay:** (checkbox)
- Class Nbr:** (text input)
- Related Class 1:** (text input)
- Related Class 2:** (text input)
- Start Date:** (text input)
- Instructor ID:** (text input)
- Repeat Code:** (text input)
- Transcript Note** (link)

Override section includes:

- Grading Basis:** (text input)
- Grade Input:** (text input)
- Units Taken:** 0.00
- Course Count:** (text input)
- Designation:** (text input)
- Take Requirement Designation:** (checkbox)
- RD Grade:** (dropdown menu)
- Permission Nbr:** (text input)

Additional Overrides section includes:

- Appointment:** (checkbox)
- Career:** (checkbox)
- Closed Class:** (checkbox)
- Class Links:** (checkbox)
- Requisites:** (checkbox)
- Service Indicator:** (checkbox)
- Time Conflict:** (checkbox)
- Unit Load:** (checkbox)
- Dynamic Dates:** (checkbox)

Drop This Class if Enrolled: (text input)

Error Messages section includes a table with columns: Message Sequence, Severity, and Last Update DateTime.

When you submit an enrollment request, you may encounter errors.

You will see the word Errors in red on **Status** and **Sequence Nbr.**

The screenshot shows the 'Enrollment Request' form for UC Berkeley. At the top right, it says 'UC Berkeley' and '2016 Fall'. The user is identified as 'Undergraduate' and 'Undergrad Letters & Science'. The 'Enrollment Request ID' is 0001820496 and the 'User ID' is 12657. The 'Status' is 'Errors Found' in a red box, with a 'Submit' button next to it. Below this, the 'Enrollment Request Details' section shows 'Sequence Nbr: 1' with 'Errors' in red text. The '*Action:' dropdown is set to 'Enroll'. There are checkboxes for 'Override Action Date' and 'Wait List Okay'. An 'Action Reason' and 'Action Date' field are also present.

An error message, telling you what type of error occurred, will be located at the bottom of the page in the **Error Messages** section.

The screenshot shows the 'Error Messages' section. It displays 'Message Sequence: 1', 'Severity: Error', and 'Last Update DateTime: 05/23/17 3:06:05PM'. The message text reads: 'Department Consent Required to Enroll in Class, Add Not Processed. (14640,38) Consent is needed to enroll in the class. The add transaction was not processed.'

You can then use the appropriate override to enroll the student.

Check the related checkbox and click the **Submit** button. You may receive multiple error messages that may need to be resolved before the enrollment is successful.

The screenshot shows the 'Override' section of the form. It includes several checkboxes: 'Grading Basis', 'Units Taken' (with a value of 0.00), 'Designation', 'Permission Nbr', 'Take Requirement Designation', 'Grade Input', 'Course Count', 'RD Grade', 'Appointment', 'Career', 'Closed Class', 'Class Links', 'Requisites', 'Service Indicator', 'Time Conflict', and 'Unit Load'. There is also a 'Dynamic Dates' checkbox under the 'Additional Overrides' section.

The table below shows errors you might encounter and the overrides used to override the error message.

Error Message	Override
Class is full – Waitlist error	WAITLIST OKAY: This will add the student to the waitlist for this class.
Dept Consent Required	PERMISSION NUMBER: This error means the class has been set up so that the student can only enroll if they have a permission number given to them. To override this, click the PERMISSION NUMBER box. There is NO number to enter because you've overridden the consent.
Instructor Consent Required	PERMISSION NUMBER: This error means the class has been set up so that the student can only enroll if they have a permission number given to them. To override this, click the PERMISSION NUMBER box. There is NO number to enter because you've overridden the consent.
Maximum Unit Load Exceeded	UNIT LOAD: Student's should not exceed their unit maximum, so this isn't something you'll normally want to check off. Use only in the case where you know a student is about to drop another class that will bring them below the unit maximum. To override this, click UNIT LOAD box.
Not Enrolled, Class Waitlist Are Full	CLOSED CLASS: Be careful not to overenroll the class. Only check this if you know that the enrollment capacity will be exceeded (example, you are about to drop another student for non-attendance).
Time Scheduling Conflict	TIME CONFLICT: Student must be aware of time conflict and request an exception. The student is responsible to make necessary arrangements to complete assignments, midterms and final exams. Professors are not obligated to approve arrangements.
Resectioned to a Different Class #	This means that the student was automatically moved to another lab or discussion. It does not have an override.

Other overrides and what they are used for:	
GRADING BASIS	Do NOT use. Enrollment Managers should not change this. Students have access until end of 10th week to change (Fall/Spring). Engineering and Chemistry students have up until end of 5th week to change.
UNITS TAKEN	You can change the # of units, but only for an approved variable class. Ex: for a dissertation seminar that can be taken for 1-8 units.
APPOINTMENT	ONLY use if a student loses access to be able to enroll or after the end of the 10th week of instruction for College Advisers and GSAO's.
CAREER	Allows an undergrad to take grad classes.
CLOSED CLASS	You can use this if you save spaces for certain students, but the rest of the class is full. Allow that one student into the class without opening the class to other students. Make sure you do <u>not</u> enroll above the classroom's capacity, using this override WOULD allow a class to go over the limit.
CLASS LINKS	Do NOT use.

REQUISITES	Do NOT use. UCB is not currently using pre-requisites in Campus Solutions. This would be used if a student is approved to be enrolled and did not meet a requisite for the class.
SERVICE INDICATOR	Do NOT use.
TIME CONFLICT	Use to override a time conflict.
UNIT LOAD	Allows a student to go over or under the unit max/min. Make sure not to ever bring a student down to ZERO, because it could endanger their financial aid.
DYNAMIC DATES	Do NOT use.
DESIGNATION	Do NOT use.
GRADE INPUT	Do NOT use.

Enrollment Request Details

Action Reason of LFWV is to be used to approve a Late add/drop waiver for a student

The screenshot shows the 'Enrollment Request Details' form. The 'Action Reason' dropdown menu is open, showing 'LFWV' (Late Fee Waiver) as the selected option. A red line underlines the 'Action Reason' field in the form, and a blue box highlights the 'LFWV' option in the dropdown. Other fields include 'Action: Enroll', 'Override Action Date', 'Wait List Okay', and 'Action Date'.

Override Action Date - CURRENTLY UNAVAILABLE (as of Aug 2017)

For changing a student's discussion enrollment after end of 5th week

To be used in conjunction with Action = SWAP

Not to be used to backdate adds or drops, unless discussion change

The screenshot shows the 'Enrollment Request Details' form. The 'Override Action Date' checkbox is highlighted with a red line. Other fields include 'Action: Enroll', 'Action Reason', 'Action Date', and 'Wait List Okay'.

Support:

For questions or assistance, please contact SIS Support:

- Call [510-664-9000](tel:510-664-9000) (press option 6 to reach SIS support)
- Email: sishelp@berkeley.edu

For additional Enrollment resources, please visit: <http://sis.berkeley.edu/training/enrollment-waitlist-management-resources>