

## Enrollment Overrides

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

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

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.

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 displays the Berkeley Enrollment Request web interface. At the top, the navigation path is: 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 shows the following details:

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

**Enrollment Request Details** section includes:

- Sequence Nbr:** 1
- Status:** Pending
- \*Action:** Enroll (dropdown menu)
- Action Reason:** (text input)
- Override Action Date:** (checkbox)
- Wait List Okay:** (checkbox)
- Action Date:** (text input)
- 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** (checkbox)

**Override** section includes:

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

**Additional Overrides** section includes:

- Appointment:** (checkbox)
- Requisites:** (checkbox)
- Dynamic Dates:** (checkbox)
- Career:** (checkbox)
- Service Indicator:** (checkbox)
- Closed Class:** (checkbox)
- Time Conflict:** (checkbox)
- Class Links:** (checkbox)
- Unit Load:** (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 Error in red to the right of **Status** and **Sequence Nbr.**

The screenshot shows the 'Enrollment Request' form. 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 to its right. 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, describing 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 with several checkboxes: 'Grading Basis', 'Units Taken' (set to 0.00), 'Designation', 'Permission Nbr', 'Grade Input', 'Course Count', 'Take Requirement Designation', and 'RD Grade'. Below this, the 'Additional Overrides' section includes checkboxes for 'Appointment', 'Requisites', 'Dynamic Dates', 'Career', 'Service Indicator', 'Closed Class', 'Time Conflict', 'Class Links', and 'Unit Load'.

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

Error Message	Override
<b>Class is full – Waitlist error</b>	<b>WAITLIST OKAY:</b> This will add the student to the waitlist for this class.
<b>Dept Consent Required</b>	<b>PERMISSION NUMBER:</b> 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 <b>PERMISSION NUMBER</b> box. There is NO number to enter because you've overridden the consent.
<b>Instructor Consent Required</b>	<b>PERMISSION NUMBER:</b> 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 <b>PERMISSION NUMBER</b> box. There is NO number to enter because you've overridden the consent.
<b>Maximum Unit Load Exceeded</b>	<b>UNIT LOAD:</b> Students 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 <b>UNIT LOAD</b> box. Or if you, as the College Adviser or GSAO approve of the student enrolling in more than the College maximum unit load during the adjustment period. This is not be used during Phase 1 or Phase 2.
<b>Not Enrolled, Class Waitlist Are Full</b>	<b>CLOSED CLASS:</b> 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).
<b>Time Scheduling Conflict</b>	<b>TIME CONFLICT:</b> Student must be aware of time conflict and is responsible to make necessary arrangements to complete assignments, midterms and final exams. Professors are not obligated to approve arrangements.
<b>Resectioned to a Different Class #</b>	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:	
<b>GRADING BASIS</b>	<b>Do NOT use.</b> 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.
<b>UNITS TAKEN</b>	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.
<b>APPOINTMENT</b>	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.
<b>CAREER</b>	Allows an undergrad to take grad classes.
<b>CLOSED CLASS</b>	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. Do NOT use to over enroll the classroom's capacity.
<b>CLASS LINKS</b>	<b>Do NOT use.</b>
<b>REQUISITES</b>	Used if a student is approved to be enrolled and did not meet a requisite for the class.

<b>SERVICE INDICATOR</b>	Do NOT use.
<b>TIME CONFLICT</b>	Use to override a time conflict.
<b>UNIT LOAD</b>	Allows a student to go over or under the unit max/min.  Best practice, override the student's max/min load under: <b>Records and Enrollment &gt; Student Term Information &gt; Term Activate A student &gt; Enrollment Limit &gt; Override Unit Limits</b>  Make sure not to ever bring a student down to ZERO, because it could endanger their financial aid.
<b>DYNAMIC DATES</b>	Do NOT use.
<b>DESIGNATION</b>	Do NOT use.
<b>GRADE INPUT</b>	Do NOT use.

## Enrollment Request Details

Action reason for LFWV is to be used to approve a Late add/drop waiver for a student without charging a late fee.

Enrollment Request Details Find | View All First 1 of 1 Last

Sequence Nbr: 1 Pending

\*Action:   Override Action Date  Wait List Okay

Action Reason:

Action Date:

For more information on Late Add/Drop Fee Waiver, [click here](#).

- Override Action Date** - For changing a student's discussion enrollment after the end of 5th week  
To be used in conjunction with Action = SWAP  
Not to be used to backdate adds or drops, unless discussion change

Enrollment Request Details Find | View All First 1 of 1 Last

Sequence Nbr: 1 Pending

\*Action:   Override Action Date  Wait List Okay

Action Reason:

Action Date:

### Support:

For questions or assistance, please contact SIS Production Support:

- Email: [sishelp@berkeley.edu](mailto:sishelp@berkeley.edu)
- Call **510-664-9000** (press **option 6**)

For additional SIS resources, please visit:

- <http://sis.berkeley.edu/training>