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

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

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

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

<table>
<thead>
<tr>
<th>Error Message</th>
<th>Override</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class is full – Waitlist error</td>
<td><strong>WAITLIST OKAY</strong>: This will add the student to the waitlist for this class.</td>
</tr>
<tr>
<td>Dept Consent Required</td>
<td><strong>PERMISSION NUMBER</strong>: 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 <strong>PERMISSION NUMBER</strong> box. There is NO number to enter because you've overridden the consent.</td>
</tr>
<tr>
<td>Instructor Consent Required</td>
<td><strong>PERMISSION NUMBER</strong>: 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 <strong>PERMISSION NUMBER</strong> box. There is NO number to enter because you've overridden the consent.</td>
</tr>
<tr>
<td>Maximum Unit Load Exceeded</td>
<td><strong>UNIT LOAD</strong>: 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 <strong>UNIT LOAD</strong> box.</td>
</tr>
<tr>
<td>Not Enrolled, Class Waitlist Are Full</td>
<td><strong>CLOSED CLASS</strong>: 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).</td>
</tr>
<tr>
<td>Time Scheduling Conflict</td>
<td><strong>TIME CONFLICT</strong>: 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.</td>
</tr>
<tr>
<td>Resectioned to a Different Class #</td>
<td>This means that the student was automatically moved to another lab or discussion. It does not have an override.</td>
</tr>
</tbody>
</table>

**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 **not** enroll above the classroom’s capacity, using this override **WOULD** allow a class to go over the limit.

- **CLASS LINKS**: Do NOT use.
### Enrollment Request Details

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

**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.

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**Support:**

For questions or assistance, please contact SIS Support:

- Call 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