**Berkeley** | Student Information Systems Project

For Departmental Approvers:
How to Approve or Deny a Concurrent Enrollment Application

All student applications are simultaneously submitted to the instructor and designate reviewers at the department chair and/or dean level (as applicable). If the class also requires enrollment into secondary sections, please note that students are instructed to indicate their preferred secondary sections in their requests.

Please deny any applicants for whom there is no space available in the class as quickly as possible so that these students can apply for other classes. If the application is denied at any level, the applicant will be automatically notified and should discontinue attendance in the class.

1. Sign into Campus Solutions with your CalNet ID: https://bcsint.is.berkeley.edu/

   From the **Main Menu**, navigate to: **Manage GT eForms** > **GT Action Center**.
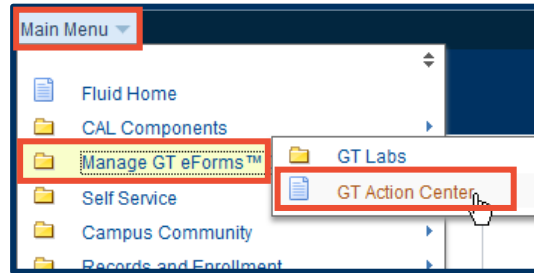
2. **Forms Needing Action** will automatically display at the bottom of this page.

3. (optional) Filters are also available to search for forms by **Form Type**, **Form ID**, **Empl ID** (SID), Student **Name**, or by **Class Nbr**.

4. Click the **Apply Filter** to filter the **Forms Needing Action** section below.

NOTES:

The form summary includes the student's information and primary class request. Enrollment numbers including the current class enrollment, total enrollment capacity and waitlist total (**Enroll/Cap/WL:**) are all live numbers at the time you log in (see step **5** to refresh the page).

The **Approval Status** is now included on each form. Currently, the form is routed to all three "Approvers" at the same time. **Approver 1*** is the faculty or instructor as listed for the class. **Approver 2** is the Departmental Approver/Chair. **Approver 3** is the school's Dean.

* Approver 1, 2 & 3 will change soon to read as: Instructor, Chair & Dean.

5. To refresh the page, click the **GT Action Center** link in the top menu bar or click the **Refresh** button in the **Actions** section on the form page.

Do **not** use your browser's back button.

6. In addition to selecting to apply filters, there is a free format text box to add **Your Comment** to all applications you approve or deny within the same action.

Forms Needing Action | 24845, 10

22841 Concurrent Enrollment Form

Name		Class Nbr/Descr:	10064/Microeconomics
SID		Instructor:	Maximilian Auffhammer
Email:		Sub/Cat /Sec/Comp:	EWMBA/201A/32A/LEC
Berkeley Status:		Enroll/Cap/WL:	59/62/0
Submission Date:	2016-12-08	Approval Status:	Pending
			L_ Approver 3: Pending
			L_ Approver 2: Pending
			L_ Approver 1: Pending

Additional Information: I passed the pre-req

Favorites ▼   Main Menu ▼   > Manage GT eForms™ 3.0 ▼ > GT Action Center

Berkeley   Menu ▼ Search

Actions | 24845, 9

Refresh   Select All Clear Selections   Form Action

Filter List | 24845, 6

Form Type   Apply Filter

Form ID   Clear Filter

Empl ID   Name

Class Nbr

Forms | 24845, 7

3 of 3 Filtered   3 of 3 Displayed   0 of 3 Selected

Comments | 24845, 8

Your Comment

7. You can choose to **Select All** forms, choose the **Form Action** of "Approved" or "Denied" and click the **Submit All** button. Any text you enter in the Your Comments field will apply to all forms.

8. Rather than taking action on all forms at once, you can choose to approve or deny each one individually at the right of each individual form submission. Click the **Selected** checkbox, select the **Form Action** and click the **Submit** button.

9. Click the **More Info** button on the right of each form to display additional information.
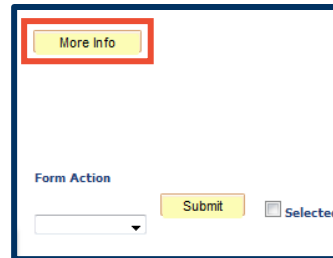
10. The **More Info** button brings you to the **GT Action Center Detail** page. This page will again display enrollment numbers for the primary class section, as well as for any associated secondary class sections.

11. Click the Return button to return to the main forms page.

Support:

For questions or assistance, please contact SIS Production Support:

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

For additional SIS resources, please visit:

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