

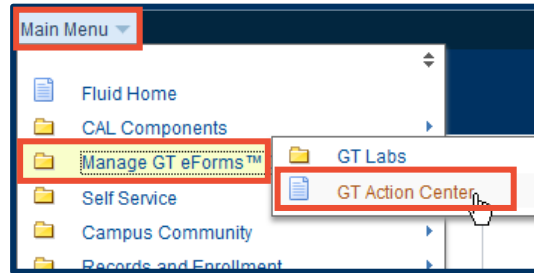
# For Departmental Approvers: How to Approve or Deny a Concurrent Enrollment Application

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.

Task Title: Action Center | 24845, 1 User ID: 6997

Step Instructions:  
Here you can scan summaries of all eForms awaiting your action, drill into more detail or the eForm itself, and work many eForms at once.

Filter List | 24845, 6

Form Type  **3.** **4.**

Form ID

Empl ID

Class Nbr

Forms | 24845, 7

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

Comments | 24845, 8

Your Comment

Actions | 24845, 9

[Select All](#) [Clear Selections](#) Form  [Set Action on Selected eForms](#)

Forms Needing Action | 24845, 10 Find

22841 Concurrent Enrollment Form		<b>2.</b>	Class Nbr/Descr: 10064/Microeconomics	<a href="#">Evaluate Form</a>
Name	<input type="text"/>		Instructor: Maximilian Auffhammer	
SID	<input type="text"/>		Sub/Cat /Sec/Comp: EW MBA/201A/32A/LEC	
Email:	<input type="text"/>		Enroll/Cap/WL: 59/62/0	<input type="button" value="More Info"/>
Berkeley Status:	<input type="text"/>		Approval Status: Pending	
Submission Date: 2016-12-08				

**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.

**Forms Needing Action | 24845, 10**

22841 Concurrent Enrollment Form

Name: [Redacted]  
 SID: [Redacted]  
 Email: [Redacted]  
 Berkeley Status: [Redacted]  
 Submission Date: 2016-12-08

Class Nbr/Descr: 10064/Microeconomics  
 Instructor: Maximilian Auffhammer  
 Sub/Cat /Sec/Comp: EWMBA/201A/32A/LEC  
 Enroll/Cap/WL: 59/62/0  
 Approval Status: Pending  
 L Approver 3: Pending  
 L Approver 2: Pending  
 L Approver 1: Pending

Additional Information: I passed the pre-req

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.

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

Berkeley Menu Search

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

Actions | 24845, 9

**Refresh** Select All Clear Selections Form Action

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.

Filter List | 24845, 6

Form Type [Dropdown] Apply Filter  
 Form ID [Text] Clear Filter  
 Empl ID [Text] Name [Text]  
 Class Nbr [Text]

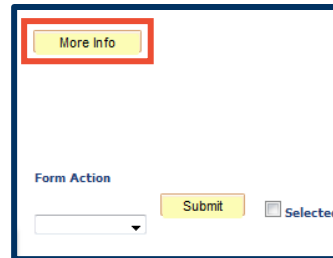
Forms | 24845, 7  
 3 of 3 Filtered 3 of 3 Displayed 0 of 3 Selected

Comments | 24845, 8  
 Your Comment [Text Area]

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.

The screenshot displays the 'Actions | 24845, 9' interface. At the top, there are buttons for 'Refresh', 'Select All', 'Clear Selections', 'Form Action', 'Set Action on Selected eForms', and 'Submit All'. A red box labeled '7.' encompasses the 'Select All', 'Form Action', and 'Submit All' buttons. The 'Form Action' dropdown menu is open, showing 'Approved' and 'Denied' options. Below this, the 'Forms Needing Action | 24845, 10' section shows a form for '22841 Concurrent Enrollment Form'. The form details include Name, SID, Email, Berkeley Status, Submission Date, Class Nbr/Descr, Instructor, Sub/Cat, Enroll/Cap/WL, and Approval Status. The 'Approval Status' is 'Pending' with three approvers listed. To the right of the form details are links for 'Evaluate Form' and a 'More Info' button. A red box labeled '8.' highlights the 'Form Action' dropdown and 'Submit' button for this specific form. The 'Form Action' dropdown is open, showing 'Approved' and 'Denied' options. There is also a 'Selected' checkbox next to 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.

**GT Action Center Detail**

22843 Concurrent Enrollment Form

<b>Name</b>		<b>Laboratory Class Number:</b>	10900
<b>Grading Option:</b>	EPN	<b>Laboratory Section #:</b>	402
<b>Units:</b>	4	<b>Laboratory Section Current Enrollment:</b>	28
<b>Sponsoring Department:</b>	SAIT	<b>Laboratory Section Enrollment Capacity:</b>	28
<b>Primary Class Number:</b>	10945	<b>Discussion Class Number:</b>	
<b>Primary Section Current Enrollment:</b>	28	<b>Discussion Section #:</b>	
<b>Primary Section Enrollment Capacity:</b>	28	<b>Discussion Section Current Enrollment:</b>	
<b>Primary Section Waitlist:</b>	0	<b>Discussion Section Enrollment Capacity:</b>	
		<b>Other Class Number:</b>	
		<b>Other Section #:</b>	
		<b>Other Section Current Enrollment:</b>	
		<b>Other Section Enrollment Capacity:</b>	

**Return**

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](mailto:sishelp@berkeley.edu)
- Call 510-664-9000 (press option 6)
- Submit a ticket: [https://shared-services-help.berkeley.edu/new\\_ticket/it](https://shared-services-help.berkeley.edu/new_ticket/it)

For additional SIS resources, please visit:

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