

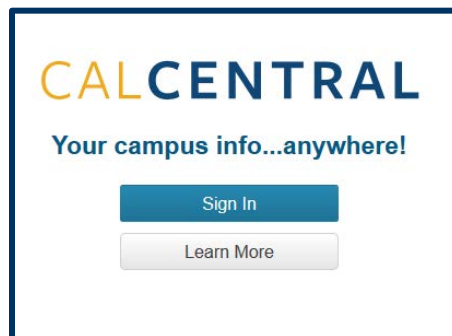
For Instructors: How to Approve or Deny a Concurrent Enrollment Application

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.

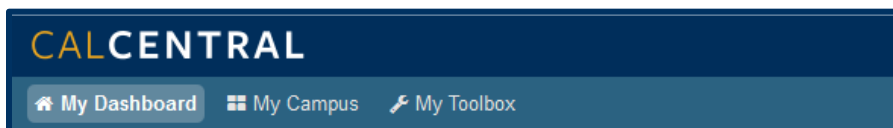
Please deny any applicants for whom there is no space available in the class as quickly as possible so that these students can apply for other classes. If the application is denied at any level, the applicant will be automatically notified and should discontinue attendance in the class.

1. Sign into CalCentral with your CalNet ID.

calcentral.berkeley.edu



2. On your CalCentral dashboard, look for the **Faculty Resources** card at the right of the page and click the **eForms Action Center** link.



3. **Forms Needing Action** will automatically display at the bottom of this page.
4. (optional) Filters are also available to search for forms by **Form Type**, **Form ID**, **Empl ID (SID)**, **Student Name**, or by **Class Nbr**.
5. Click the **Apply Filter** to filter the **Forms Needing Action** section below.

The screenshot shows the 'Action Center | 24845, 1' interface. At the top, it displays 'User ID: 6997' and '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.' Below this is a 'Filter List | 24845, 6' section with input fields for 'Form Type', 'Form ID', 'Empl ID', and 'Class Nbr', and a 'Name' field. A red box highlights these filter fields, with a '3.' next to it. To the right, there are 'Apply Filter' and 'Clear Filter' buttons, with a '4.' next to the 'Apply Filter' button. Below the filter list are sections for 'Forms | 24845, 7' (3 of 3 Filtered, 3 of 3 Displayed, 0 of 3 Selected), 'Comments | 24845, 8' (Your Comment), and 'Actions | 24845, 9' (Refresh, Select All, Clear Selections, Form Action dropdown, Set Action on Selected eForms, Submit All). At the bottom is the 'Forms Needing Action | 24845, 10' section, which contains a form summary for '22841 Concurrent Enrollment Form'. A red box highlights the form summary, with a '2.' next to it. The form summary includes fields for Name, SID, Email, Berkeley Status, Submission Date, Class Nbr/Descr, Instructor, Sub/Cat /Sec/Comp, Enroll/Cap/WL, and Approval Status. A 'More Info' button is also visible.

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 6 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.

This screenshot shows a detailed view of the 'Forms Needing Action | 24845, 10' section. It displays the '22841 Concurrent Enrollment Form' summary. The form includes fields for Name, SID, Email, Berkeley Status, Submission Date, Class Nbr/Descr, Instructor, Sub/Cat /Sec/Comp, Enroll/Cap/WL, and Approval Status. A red box highlights the 'Enroll/Cap/WL' field (59/62/0) and the 'Approval Status' field (Pending). Red arrows point from the text in the 'NOTES' section to these fields. Below the form summary is an 'Additional Information' field containing the text 'I passed the pre-req'.

- To refresh the page, click the **Refresh** button in the **Actions** section on the form page.

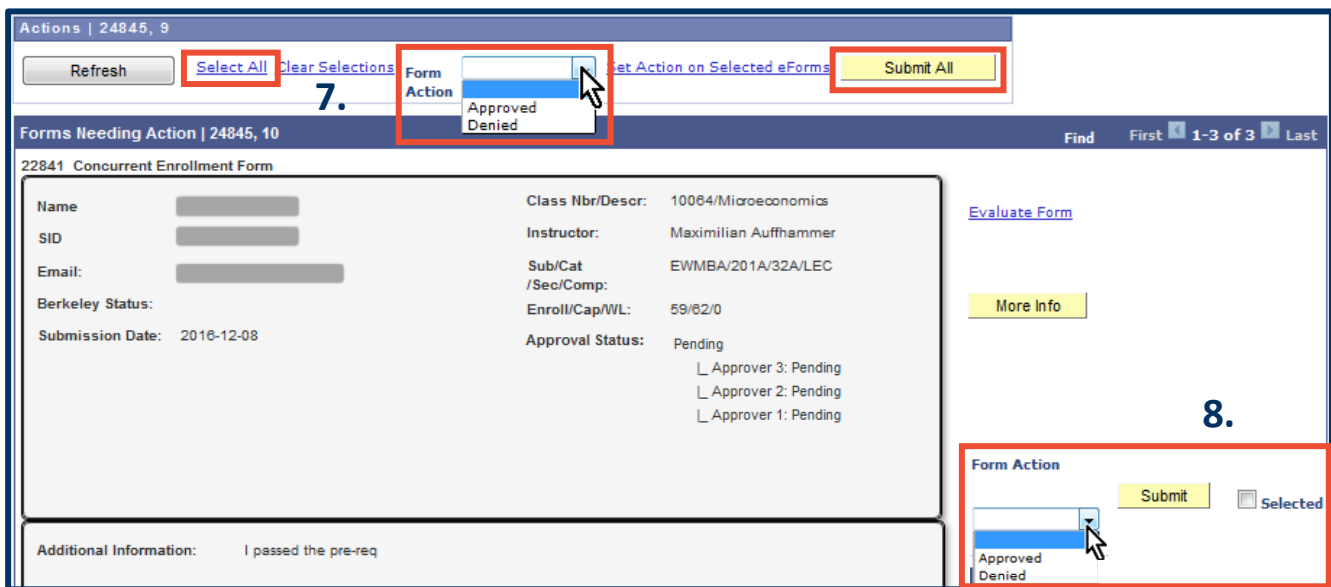


Do **not** use your browser's back button.

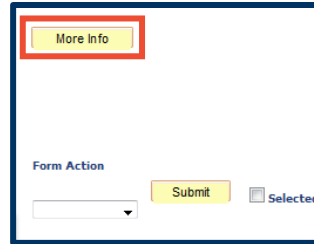
- In addition to selecting to apply filters, there is a free format text box to add **Your Comment** to all applications you approve or deny within the same action.



- 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.
- 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.



10. Click the **More Info** button on the right of each form to display additional information.



11. 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

<table style="width: 100%;"> <tr><td>Name</td><td>██████████</td></tr> <tr><td>Grading Option:</td><td>EPN</td></tr> <tr><td>Units:</td><td>4</td></tr> <tr><td>Sponsoring Department:</td><td>SAIT</td></tr> <tr><td>Primary Class Number:</td><td>10945</td></tr> <tr><td>Primary Section Current Enrollment:</td><td>28</td></tr> <tr><td>Primary Section Enrollment Capacity:</td><td>28</td></tr> <tr><td>Primary Section Waitlist:</td><td>0</td></tr> </table>	Name	██████████	Grading Option:	EPN	Units:	4	Sponsoring Department:	SAIT	Primary Class Number:	10945	Primary Section Current Enrollment:	28	Primary Section Enrollment Capacity:	28	Primary Section Waitlist:	0	<table style="width: 100%;"> <tr><td>Laboratory Class Number:</td><td>10900</td></tr> <tr><td>Laboratory Section #:</td><td>402</td></tr> <tr><td>Laboratory Section Current Enrollment:</td><td>28</td></tr> <tr><td>Laboratory Section Enrollment Capacity:</td><td>28</td></tr> <tr><td>Discussion Class Number:</td><td></td></tr> <tr><td>Discussion Section #:</td><td></td></tr> <tr><td>Discussion Section Current Enrollment:</td><td></td></tr> <tr><td>Discussion Section Enrollment Capacity:</td><td></td></tr> <tr><td>Other Class Number:</td><td></td></tr> <tr><td>Other Section #:</td><td></td></tr> <tr><td>Other Section Current Enrollment:</td><td></td></tr> <tr><td>Other Section Enrollment Capacity:</td><td></td></tr> </table>	Laboratory Class Number:	10900	Laboratory Section #:	402	Laboratory Section Current Enrollment:	28	Laboratory Section Enrollment Capacity:	28	Discussion Class Number:		Discussion Section #:		Discussion Section Current Enrollment:		Discussion Section Enrollment Capacity:		Other Class Number:		Other Section #:		Other Section Current Enrollment:		Other Section Enrollment Capacity:	
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Return

12. 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>