How to Change a Student’s Variable Unit

1. From the **Main Menu**, navigate to:
   Records and Enrollment >
   Enroll Students >
   Enrollment Request.

2. On the following search page, only use the **Add a New Value** tab. Enter a Student ID or use the lookup table (🔍) to search for a student by name. Also enter the student’s **Academic Career**, the **Academic Institution**, and the **Term**.

3. Choose **Normal Maintenance** from the **Action** drop list.
4. Enter the **Class Nbr** of the Enrollment (primary) section or search for the class using the look up (🔍).

5. Use the **Units Taken** field to change the number of units for the student. Do not check the override checkbox for **Units Taken**.

6. Click the **Submit** button.

7. The **Status** will change to “Success” after clicking the **Submit** button.

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**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](https://shared-services-help.berkeley.edu/new_ticket/it)

For additional SIS resources, please visit:

- [http/xis.berkeley.edu/training](http/xis.berkeley.edu/training)