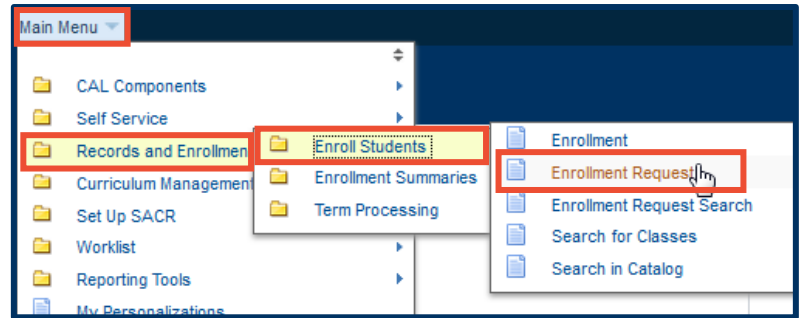
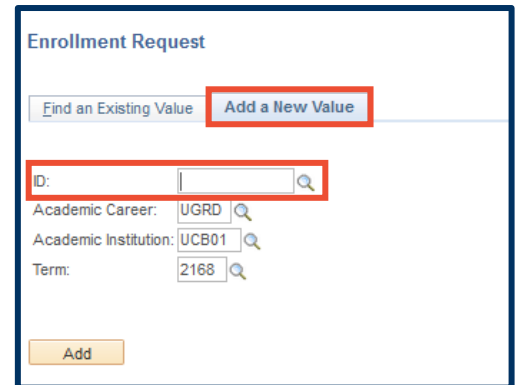


# How to Change a Student's Variable Unit

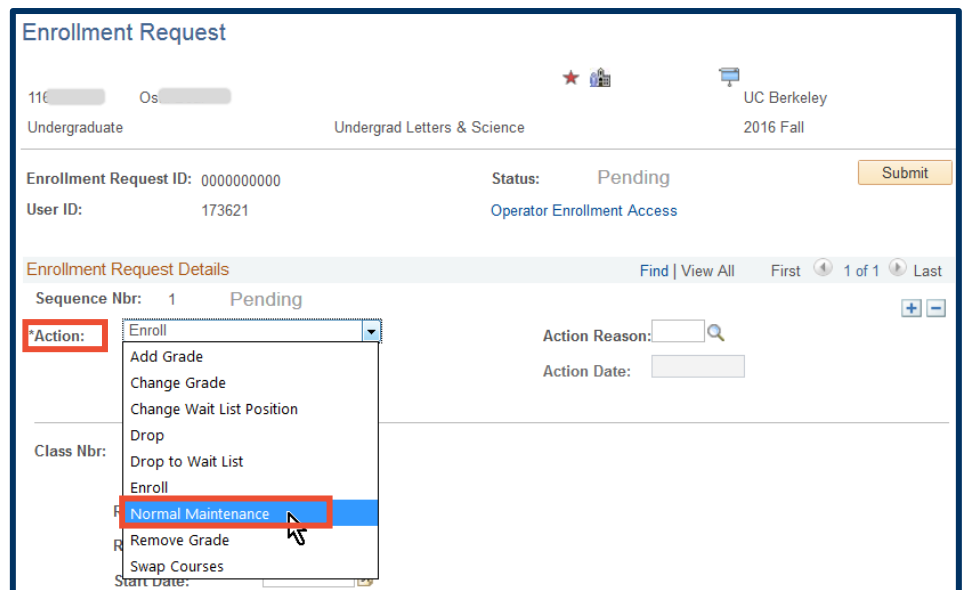
- From the **Main Menu**, navigate to:  
**Records and Enrollment >**  
**Enroll Students >**  
**Enrollment Request.**



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



- 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.

Enrollment Request ID: 0000000000      Status: Pending      **Submit**

User ID: SR\_TRAIN\_01      Operator Enrollment Access

**6.**

Enrollment Request Details      Find | View All      First 1 of 1 Last

Sequence Nbr: 1      Pending

\*Action: Normal Maintenance      Action Reason:      🔍

Override Action Date      Action Date:     

Wait List Okay

---

**Class Nbr:** 23461 🔍 **4.** SOCIOL 98 001 Group Stdy Directed Group Stdy

Regular Academic Session Undergraduate

Related Class 1:     

Related Class 2:     

Instructor ID:     

Repeat Code:      🔍      Transcript Note

---

Override

Grading Basis: PNP Pass/Not Pass      Grade Input:     

**Units Taken:** 1.00 **5.**      Course Count: 1.00

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

Enrollment Request ID: 0000708451      **Status: Success**      **Submit**

User ID: SR\_TRAIN\_01      Operator Enrollment Access

Enrollment Request Details      Find | View All      First 1 of 1 Last

Sequence Nbr: 1      Success

\*Action: Normal Maintenance      Action Reason:     

Override Action Date

Wait List Okay

---

**Class Nbr:** 23461 🔍 SOCIOL 98 001 Group Stdy Directed Group Stdy

Regular Academic Session Undergraduate

Related Class 1:     

Related Class 2:     

Instructor ID:     

Repeat Code:           Transcript Note

---

Override

Grading Basis: PNP Pass/Not Pass      Grade Input:     

**Units Taken:** 2.00      Course Count: 1.00

### 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>