

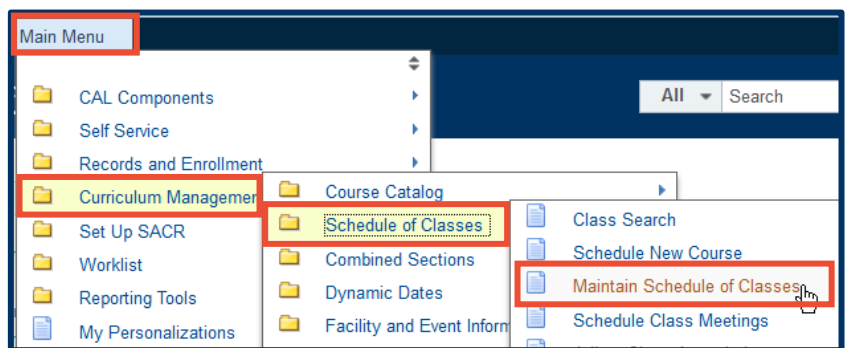
How to Enroll a Student from a Waitlist (for a class with no Dept/Instr Consent required)

In CalCentral, students can use a swap function to drop one class while simultaneously adding another. By swapping, rather than dropping and then adding, the system allows the student to be waitlisted for a new class while not giving up their spot in an already enrolled class.

The student swap process in CalCentral complicates the relatively simple steps to enroll a student from a waitlist. If the student used this feature to add themselves to your waitlist, you could run into the student's unit cap if you try to enroll them yourself.

Therefore, the best practice is to *not* use the Enrollment Request page and to allow the **Auto Enroll from Wait List** and **Student Specific Permissions** functionality to adjust the student's enrollment instead.

1. First, navigate from the **Main Menu** to:
Curriculum Management >
Schedule of Classes >
Maintain Schedule of Classes.



2. Search for your class using the **Term**, **Subject Area** and **Catalog Nbr** fields and click the **Search** button to find your class.

A screenshot of the 'Search Criteria' form. The form has several fields: 'Academic Institution' (UCB01), 'Term' (2168), 'Subject Area' (CHEM), and 'Catalog Nbr' (begins with 1AL). These four fields are enclosed in a red box. Below these are 'Academic Career', 'Campus', 'Description', 'Course ID', 'Course Offering Nbr', and 'Academic Organization', each with a search icon. At the bottom, there is a 'Case Sensitive' checkbox and a 'Search' button highlighted with a red box. Other buttons include 'Clear', 'Basic Search', and 'Save Search Criteria'.

- On the **Basic Data** tab, check the **Student Specific Permissions** checkbox.

The screenshot shows the 'Basic Data' tab for a course. The 'Student Specific Permissions' checkbox is checked and highlighted with a red box. Other visible fields include Course ID (102891), Academic Institution (UC Berkeley), Term (2016 Fall), Subject Area (CHEM), and Catalog Nbr (1AL). The 'Class Sections' section shows details for session 1, class section 001, and component LEC (Lecture).

- On the **Enrollment Cntrl** tab, make sure that the **Auto Enroll from Wait List** checkbox is checked and click the **Save** button.

The screenshot shows the 'Enrollment Control' tab. The 'Auto Enroll from Wait List' checkbox is checked and highlighted with a red box. The 'Save' button is also highlighted with a red box. Other fields include Enrollment Status (Open), Requested Room Capacity (527), and Enrollment Capacity (111).

- From here, click on **Main Menu** and navigate to:
Records and Enrollment >
Term Processing >
Class Permissions >
Class Permissions.

The screenshot shows the navigation menu. The 'Main Menu' is highlighted with a red box. Under 'Records and Enrollment', 'Term Processing' and 'Class Permissions' are highlighted with red boxes. The 'Class Permissions' link is also highlighted with a red box.

- This will bypass the search page and take you directly into the same class record (CHEM 1AL).

NOTE: This page is not ordered by the **Class Section** number. This page shows section “180,” a “Non-Enrollment Section,” as the first of 42 section records.

- Use the **Find** function or the toggle button to get to your “Enrollment Section.”

The screenshot shows the Berkeley Student Information System interface. At the top, there are navigation tabs: Favorites, Main Menu, Records and Enrollment, Term Processing, Class Permissions, and Class Permissions. Below this is the Berkeley logo and a search bar. The main content area is titled 'Permission to Add' and 'Permission to Drop'. It displays course information: Course ID: 102891, Academic Institution: UC Berkeley, Term: 2016 Fall, Subject Area: CHEM, Catalog Nbr: 1AL, Course Offering Nbr: 1, Undergrad Chemistry General Chem Lab. Below this is the 'Class Section Data' section, which includes fields for Session (1), Regular Academic Session, Class Nbr (10777), Class Status (Active), Class Section (180), Class Type (Non-Enrollment Section), Component (Laboratory), and Instructor. A 'Find' button is highlighted with a red box. Below the 'Class Section Data' is a 'Student Specific Permissions' section with a 'Defaults' dropdown and an 'Expiration Date' field (09/23/2016). There is also a 'Permission Valid For' table with columns for Closed Class, Requisites Not Met, Consent Required, Career Restriction, and Permission Time Period, all with checked boxes. At the bottom, there is a 'Class Permission Data' section with a table showing one record with status 'Not Used' and expiration date '09/23/2016'. Navigation buttons like 'Save', 'Return to Search', and 'Notify' are at the bottom.

- When you click **Find**, a prompt will pop up. Enter the enrollment section number and click **OK**.

The screenshot shows a search prompt dialog box. The 'Find' button from the previous screenshot is highlighted with a red box. The dialog box has a title bar and a search input field containing '001'. Below the input field are 'OK' and 'Cancel' buttons. The background is dimmed, showing the 'Class Section Data' section from the previous screenshot.

9. Now you can see that the “Enrollment Section” is record number 24 of 42. You’ll also notice that the **Student Specific Permissions** checkbox is checked on this record, that the **Generate** button is greyed out and there is now an open **ID** field to enter a student ID number.

The screenshot shows the 'Permission to Add' interface. At the top, there are tabs for 'Permission to Add' and 'Permission to Drop'. Below this, course information is displayed: Course ID: 102891, Academic Institution: UC Berkeley, Term: 2016 Fall, Subject Area: CHEM, Catalog Nbr: 1AL, Course Offering Nbr: 1, Undergrad Chemistry, General Chem Lab. The 'Class Section Data' section shows Session: 1, Regular Academic Session, Class Nbr: 10866, Class Status: Active, Class Section: 001, Class Type: Enrollment Section, Component: Lecture, Instructor: Douskey,Michelle. A checkbox for 'Student Specific Permissions' is checked. Below this is a 'Defaults' section with an 'Expiration Date' of 09/23/2016 and a table for 'Permission Valid For' with columns: Closed Class (checked), Requisites Not Met (checked), Consent Required (checked), Career Restriction (checked), and Permission Time Period (checked). A 'Generate' button is greyed out. At the bottom, the 'Class Permission Data' table has a search icon next to the ID field.

10. In the **Defaults** section of the page, the **Expiration Date** can be changed to a date of your choosing.

Select which restrictions the permission will override for the student.

This close-up shows the 'Defaults' section. The 'Expiration Date' is 09/23/2016. The 'Permission Valid For' table has columns: Closed Class (checked), Requisites Not Met (unchecked), Consent Required (checked), Career Restriction (checked), and Permission Time Period (unchecked).

11. If you don’t have the SID handy, click the look up (🔍) icon next to the open **ID** field to search for a student by name.

This close-up shows the 'Class Permission Data' table with a search icon next to the ID field.

The 'Look Up ID' interface shows search criteria: ID (begins with), Campus ID (begins with), National ID (begins with), Last Name (begins with BEAR), and First Name (begins with OSKI). A 'Look Up' button is highlighted. Below, the 'Search Results' table shows a result for ID 1166705, Name Bear,Oski, Gender Male, Date of Birth **/**/****, and Campus ID 61889.

12. Click the plus button (+) at the right to add a new row for the next student.

13. Click **Save** to finish.

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date	
1		11667051	Bear, Oski	Not Used		09/23/2016	+ -
2				Not Used		09/23/2016	+ -

Buttons: Save, Return to Search, Notify

The Auto Enroll from Wait List function now has permission to enroll these students. Since this process is system initiated, it will know to remove the student from the waitlist, add them to the class and process an outstanding student swap request.

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