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

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

5. From here, click on Main Menu and navigate to:
   Records and Enrollment >
   Term Processing >
   Class Permissions >
   Class Permissions.
6. 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.

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

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

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.

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

13. Click Save to finish.

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.

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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