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Time Conflicts - Overview & Requesting an Override

- Historically, students have been able to enroll in conflicting classes, i.e. agreeing to the override on Tele-BEARS.
- The new Student Information System (SIS) checks for and then restricts students from enrolling in classes that have overlapping schedules.
- For the Fall 2016 semester, and to support students’ requests, students can submit a request to override a time conflict.
- Time conflict overrides must be requested using a SIS form and will be done manually by a SIS team member, on a class-by-class basis.
- In the long-term, students should not be double booked in classes that are at the same time, and the project is gathering information via the Request Form on when and why students choose to override a conflict.
Time Conflicts - Processing Requests

- All override requests are being processed by team members from the SIS project.
- The project team anticipates being able to process students’ requests within 1-business day.

NOTE:

- There are many reasons a student can have a conflict and this process will only work for Time Conflicts, and the SIS team will not override Unit limits, Reserve Capacity restrictions, etc.
Time Conflicts - Why?

- **Hedging**
  - Class A but it is full, enroll in B (in the same time slot), then drop B when off the waitlist for A
  - NEW SIS Option: *Waitlist and Swap*

- **Labs & Studios**
  - Large blocks of time on the calendar, which students may or may not have to be in full time

- **Class Availability**
  - Especially for small majors, some classes are offered infrequently, and may overlap with another class

- **Webcast Classes**
  - The class is webcast and students plan on watching off-hours.

- **Other**
  - We’re collecting reasons from students (override form)
Class Enrollment

1. Plan
2. Explore
3. Schedule
4. Decide
5. Adjust

PI & PII Appointment Dates
Enrolled Classes
Waitlisted Classes

Multi-year Planner
coming Fall 2016

Schedule of Classes
Search / Advanced Search
Select (add to Shopping Cart)

Schedule Planner
Search Class Offerings
View class info and restriction (reserve capacity)
Create Schedules
Export (to Shopping Cart)

Shopping Cart
Enroll or Wait List (3-steps)*
Add / Drop / Swap

*Time Conflict errors occur during enrollment. Students will be instructed to complete a form and supply information about the conflicting classes.
Shopping Cart

Time Conflict Errors occur when a student attempts to enroll in a class or section that overlaps (date and timewise) with a class that they have already enrolled in.
NOTE: this message is being replaced with text that includes a link to: sis.berkeley.edu/time-conflict

20412 is the conflicting Class Nbr that the student is already enrolled in.
Enrollment Time Conflict Process

Beginning with fall semester 2016, you will no longer be able to automatically enroll in two classes that meet at the same time. If you try to enroll in two classes that have a time schedule overlap, CalCentral will alert you at the point of enrollment and give you an opportunity to submit an online request to enroll in both classes. It will take approximately one business day to process request forms. If no other restrictions prevent you from enrolling in both classes, your time conflict restriction will be waived and your enrollment will be processed.

Link to the Time Conflict Enrollment Request Form:

SIS.Berkeley.edu/time-conflict
Request Form

Students will be asked for:

- Student ID
- Class names in conflict with each other
- 5-digit Class Nbr of the conflicting class being added
- 5-digit section Nbrs, if any
- A reason for the request
Waitlist and Swap
Swap a Class

Student is enrolled in a “backup” class but wants to be in another “desirable” class that they are waitlisted for.

1. Select the “backup” class from the student’s current schedule
2. Search for the “desirable” class
The “desired” class is full and accepting students on the waitlist

- Check the “Waitlist if class is full” option
- Update the Grading option if applicable
- Click on “Next”
### Swap a Class

#### 3. View results

View the results of your swap request. Select Fix Errors to try and correct the problems listed or change your swap choices.

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<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swap ENGLISH 134 with AFRICAM 139</td>
<td>Error: Class 12394 is full. If a wait list is available, select Add Another Class to return to step 1. Select the class link, select the wait list option and resubmit your request.</td>
<td>![X]</td>
</tr>
</tbody>
</table>

**Swap Results**

Error if the class is waitlisted and the Waitlist if full option is NOT checked.
Swap Enrollment Confirmation

Confirm (step 2 of 3) to take an enrolled class and waitlist for another

- “Finish Swapping”
- Two classes are occurring at the same time

### Swap a Class

#### 2. Confirm your selection

Select Finish Swapping to process your swap request. To exit without swapping these classes, select Cancel.

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#### You are replacing this class

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH 134-001 (14776)</td>
<td>Contemp Lit (Lecture)</td>
<td>MoWe 2:00PM - 2:59PM</td>
<td>Requested General Assignment</td>
<td>H. Kleemann</td>
<td>4.00</td>
<td>✔️</td>
</tr>
<tr>
<td>ENGLISH 134-102 (32374)</td>
<td>Contemp Lit (Discussion)</td>
<td>Fr 2:00PM - 2:59PM</td>
<td>Requested General Assignment</td>
<td>Staff</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>

#### With this class

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFRICAM 139-002 (12394)</td>
<td>Sel Top:Africam Soc (Lecture)</td>
<td>MoWeFr 2:00PM - 2:59PM</td>
<td>Requested General Assignment</td>
<td>H. Kleemann</td>
<td>1.00</td>
<td>▲</td>
</tr>
</tbody>
</table>

- **Finish Swapping** button is highlighted.
Swap a Class

3. View results

View the results of your swap request. Select Fix Errors to try and correct the problems listed or change your swap choices.

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<th>Message</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Swap ENGLISH 134 with AFRICAM 139</td>
<td><strong>Message:</strong> Class 12394 is full. You have been placed on the wait list in position number 2.</td>
<td>✔️</td>
</tr>
</tbody>
</table>

Swap Results

Confirmation (step 3 of 3).

- Student has been placed on the waitlist for the “desired” class
Shopping Cart

Class Enrollments

- ENGLISH = still enrolled
- AFRICAM = waiting