Enrollment Time Conflict?

How to Request an Override

revised 7/18/16
Contents

- **Time Conflicts**
  - Overview and requesting an enrollment override
  - Processing requests
  - Why

- Planning and Enrollment tools - visual overview

How-to:

- **Time Conflict - Override request**
  - Shopping Cart - conflict error
  - Form

- **Waitlist and Swap**
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)
CalCentral
My Academics

Class Enrollment
1. Plan
2. Explore
3. Schedule
4. Decide
   PI & PII Appointment Dates
5. Adjust
   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.
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 has been replaced with text that directs the student to the CalCentral, My Dashboard page. The student will receive a notification offering them an opportunity to submit a time conflict override request.

## Shopping Cart

### 3. View results

View the following status report for enrollment confirmations and errors:

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMERSTD</td>
<td>Error: You cannot add this class due to a time conflict with class 20412. Select another class.</td>
<td>![x]</td>
</tr>
</tbody>
</table>

Success: enrolled

Error: unable to add class

[Add Another Class]
Time Conflict Web Page

Provides information about the current process and the student’s responsibility.
Notification:

Students will be asked to:

- Enter the five digit class number of the conflicting class in the Class Number field.
- If there are associated components (e.g. Lab, Discussion, Studio) enter the five digit Related Class number in the appropriate fields.
Waitlist and Swap
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</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>
<tr>
<td>with AFRICAM 139</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Swap Results

Error if the class is waitlisted and the Waitlist if full option is NOT checked.
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>
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<th>Instructor</th>
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<th>Status</th>
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</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>

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 Results

Confirmation (step 3 of 3).

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

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<th>Message</th>
<th>Status</th>
</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 waitlist in position number 2.</td>
<td>✓</td>
</tr>
</tbody>
</table>
### Shopping Cart

#### Class Enrollments
- **ENGLISH** = still enrolled
- **AFRICAM** = waiting

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Component</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFRICAM 139</td>
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<td>08/24/2016 - 12/09/2016</td>
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