

Special Enrollment Petition (SEP): Filing Fee Status

Student navigation: [CalCentral](#) > **Student Resources** > **Special Enrollment Petition** link

Advisors: Click the link in the email received when a student submits a form or [CalCentral](#) > **Student Lookup** > **Student Overview** > **Advising Resources** > **eForms WorkCenter**

The Special Enrollment Petition form is used by students to request a special enrollment status. The three types are:

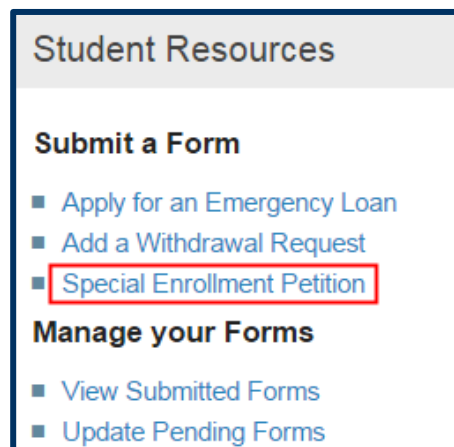
- **Filing Fee Status:** Intended for students who have completed all degree requirements and are in the very last phase of thesis or dissertation completion and filing process.
- **In-Absentia Enrollment:** Intended for students who are involved in research or coursework away from campus and outside of California. Reduced tuition and fees are charged during in-absentia enrollment.
- **Parental Leave status:** Intended for students who wish to take a leave of absence due to childbirth and/ or substantial parenting responsibilities such as, care of a newborn or newly adopted young child, the serious illness of a child, and other exceptional circumstances relating to a child. The child may be the student's child or that of a spouse or domestic partner.

Depending on the request and whether any exceptions are needed, advisors will then review the request and approve, deny or escalate the form.

In this example, we will review a Filing Fee Status request.

Student Request

1. Log in to [CalCentral](#). In the **Student Resources** section, click the **Special Enrollment Petition** link.



2. The **Special Enrollment Petition** appears.

Note: the eform ID# in the top right corner.

There are 3 types of requests: **Filing Fee Status**, **In-Absentia Enrollment**, and **Parental Leave Status**.

3. Click the drop-down list and select the appropriate petition.

4. Click the **Next** button.

5. In this example, *Filing Fee Status* has been selected.

Eligibility information displays in the lower half of the page.

If the eligibility requirements are met, click the **Next** button.

TASK : Special Enrollment Petitions eForm ID: 46974

Special Enrollment Petitions Instructions

SPECIAL ENROLLMENT PETITIONS

Please complete the required information. Review the eligibility requirements for each special enrollment option and select the petition you want to file from the options in the menu. Once you make your selection the form will guide you through the necessary steps.

A) **Filing Fee Status:** Intended for students who have completed all degree requirements and are in the very last phase of thesis or dissertation completion and filing process.

B) **In-Absentia Enrollment:** Intended for students who are involved in research or coursework away from campus and outside of California. Reduced tuition and fees are charged during in-absentia enrollment.

C) **Parental Leave status:** Intended for students who wish to take a leave of absence due to childbirth and/ or substantial parenting responsibilities such as, care of a newborn or newly adopted young child, the serious illness of a child, and other exceptional circumstances relating to a child. The child may be the student's child or that of a spouse or domestic partner.

*Select Petition

- Filing Fee Status
- In absentia
- Parental leave of absence

Next

SPECIAL ENROLLMENT PETITIONS

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*Select Petition Filing Fee Status

FILING FEE ELIGIBILITY

Filing Fee Eligibility: Intended for students who have completed all degree requirements and are in the very last phase of thesis or dissertation completion and the filing procedure.

- Must have been enrolled in term preceding filing fee term (for Fall term filing fee, must be enrolled Spring or Summer; Spring filing fee must be enrolled in previous Fall)
- Student must not have been approved for Filing Fee before (even for a different degree).
- Must have Advanced to Candidacy.
- Cannot be enrolled in any UC units.
- Must be in good academic standing.
- Cannot hold any GSI, AI-GS, Lecturer or GSR appointment for the term

Next

6. The Filing Fee Status form will display.

STUDENT SUMMARY

Empl ID: ██████████

Email Address: gradstudent@berkeley.edu

Name: George Grad

Academic Career: Graduate

ACADEMIC DATA

Academic Program	Academic Plan Description	Academic Sub-Plan Description
1 Graduate Academic Programs	History PhD	Early Modern Europe

EFFECTIVE TERMS

Choose the effective term for the petition. For In Absentia or Filing Fee you may choose only 1 term. Your choices are either the current term or next term.

If you choose the current term and the term has started, your petition will need to be approved as an exception. Approval is not guaranteed.

	Select Effective Term(s)	Description	Term Start Date	Term End Date
1	<input type="checkbox"/>	2017 Spring	01/10/2017	05/12/2017
2	<input type="checkbox"/>	2017 Fall	08/16/2017	12/15/2017

ELIGIBILITY REQUIREMENTS

If a "No" appears in the right column, you do not meet one (or more) requirements for this petition. You may proceed with this form and request an exception to the approval. Please attach an explanation and justification below for requesting this exception.

Do you meet the eligibility?	Yes/No (Reason)
1 Must have been enrolled in term preceding Filing fee term (excluding summer).	Select Effective Term(s) Above
2 Must be in good academic standing (GPA > 2.999)	Yes (3.85)
3 Student must not have been approved for Filing Fee before (even for a different degree).	Yes
4 Cannot hold any GSI, AI-GS, Lecturer or GSR appointment for the term.	Select Effective Term Above
5 Must have advanced to Candidacy.	Yes
6 Cannot be enrolled in any UC Units.	Select Effective Term Above

DIRECTIONS

Attach supporting documents in the **File Attachments** section below.

Please acknowledge the **Action Items** pertaining to the special enrollment status you are requesting. You may need to scroll to see all items.

FILE ATTACHMENTS

	Upload	View	Description	Doc Id	
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>			<input type="button" value="Delete"/>

ACTION ITEMS

	Message Text	Description
1	<input type="checkbox"/> Enrollment	I am not an enrolled student and, thus, am not entitled to use any University services supported by registration fees.
2	<input type="checkbox"/> Fee Payment	I will be billed for the Filing Fee (one-half of the current Student Services Fee amount).
3	<input type="checkbox"/> Contact info	I must update my address in CalCentral.
4	<input type="checkbox"/> Health insurance	I might not be eligible to purchase SHIP (Student Health Insurance Plan)
5	<input type="checkbox"/> Federal Loans	I will not be eligible for federal student loans during the semester I'm on filing fee status. I will also lose "in school" deferment status, so any unused grace period will begin at the end of my last semester of enrollment.

COMMENTS

- Select the **Effective Term**. Only 1 semester at a time can be chosen.

Note: If the current term is selected and has already begun, the petition will need to be reviewed as an exception.

EFFECTIVE TERMS

Choose the effective term for the petition. For In Absentia or Filing Fee you may choose only 1 term. Your choices are either the current term or next term.

If you choose the current term and the term has started, your petition will need to be approved as an exception. Approval is not guaranteed.

	Select Effective Term(s)	Description	Term Start Date	Term End Date
1	<input type="checkbox"/>	2017 Spring	01/10/2017	05/12/2017
2	<input checked="" type="checkbox"/>	2017 Fall	08/16/2017	12/15/2017

- Review the **Eligibility Requirements**.

If **No** appears in any of the right columns, the student may not be eligible. The student can proceed and request an exception.

In this case, the student is enrolled in units, but will be eligible if s/he cancels enrollment.

ELIGIBILITY REQUIREMENTS

If a "No" appears in the right column, you do not meet one (or more) requirements for this petition. You may proceed with this form and request an exception to the approval. Please attach an explanation and justification below for requesting this exception.

	Do you meet the eligibility?	Yes/No (Reason)
1	Must have been enrolled in term preceding Filing fee term (excluding summer).	Yes (2017 Spring: Enrolled Full-Time)
2	Must be in good academic standing (GPA > 2.999)	Yes (3.85)
3	Student must not have been approved for Filing Fee before (even for a different degree).	Yes
4	Cannot hold any GSI, AI-GS, Lecturer or GSR appointment for the term.	Yes
5	Must have advanced to Candidacy.	Yes
6	Cannot be enrolled in any UC Units.	No - Eligible after cancelling all enrollments for selected term.

- If the student has any documentation (such as a letter requesting an exception), that can be uploaded here.

DIRECTIONS

Attach supporting documents in the **File Attachments** section below.

Please acknowledge the **Action Items** pertaining to the special enrollment status you are requesting. You may need to scroll to see all items.

FILE ATTACHMENTS

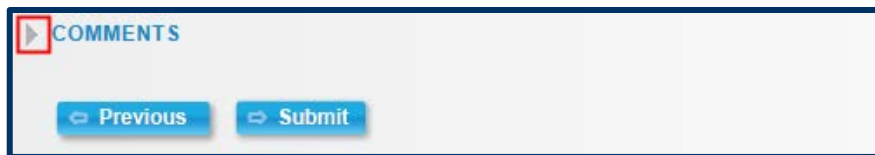
	Upload	View	Description	Doc Id	
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>			<input type="button" value="Delete"/>

- Read through and acknowledge the **Action Items** by clicking the checkboxes.

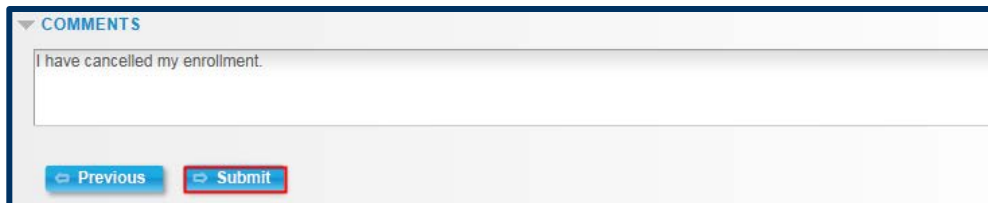
ACTION ITEMS

	Message Text	Description
1	<input checked="" type="checkbox"/> Enrollment	I am not an enrolled student and, thus, am not entitled to use any University services supported by registration fees.
2	<input checked="" type="checkbox"/> Fee Payment	I will be billed for the Filing Fee (one-half of the current Student Services Fee amount).
3	<input checked="" type="checkbox"/> Contact info	I must update my address in CalCentral.
4	<input checked="" type="checkbox"/> Health insurance	I might not be eligible to purchase SHIP (Student Health Insurance Plan)
5	<input checked="" type="checkbox"/> Federal Loans	I will not be eligible for federal student loans during the semester I'm on filing fee status. I will also lose "in school" deferment status, so any unused grace period will begin at the end of my last semester of enrollment.

11. To leave **Comments**, click to expand the Comments section.



12. When finished with the form, click the **Submit** button.



13. A confirmation page will display.

A confirmation email of the request will be sent.

TASK : Special Enrollment Petitions eForm ID: 46981

Finalized

Your form has been submitted. You should receive a confirmation email shortly. Please allow 7 – 10 business days for processing.
 Note: Processing time may vary based on your case.

TRANSACTION / SIGNATURE LOG

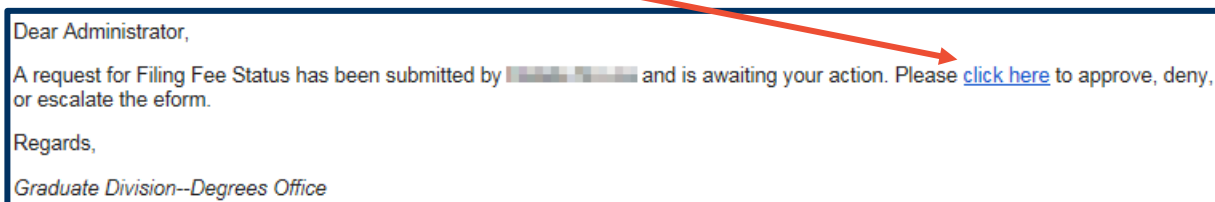
Current Date Time	Stage	Path	Step	Step Title	User ID	User Description	Form Action	Time Elapsed
02/27/2017 5:40:06PM				Initiated			Submit	

ACTION ITEM LOG

Message Checkbox	Message Set Number	Message Number	Message Text	Description	User ID	Empl ID	Action Date/Time
<input checked="" type="checkbox"/>	31254	5	Federal Loans	I will not be eligible for federal student loans during the semester I'm on filing fee status. I will also lose "in school" deferment status, so any unused grace period will begin at the end of my last semester of enrollment.	1037796	20116773	02/27/17 5:31:45.000000PM
<input checked="" type="checkbox"/>	31254	4	Health insurance	I might not be eligible to purchase SHIP (Student Health Insurance Plan)	1037796	20116773	02/27/17 5:31:44.000000PM
<input checked="" type="checkbox"/>	31254	3	Contact info	I must update my address in CalCentral.	1037796	20116773	02/27/17 5:31:43.000000PM
<input checked="" type="checkbox"/>	31254	2	Fee Payment	I will be billed for the Filing Fee (one-half of the current Student Services Fee amount).	1037796	20116773	02/27/17 5:31:42.000000PM
<input checked="" type="checkbox"/>	31254	1	Enrollment	I am not an enrolled student and, thus, am not entitled to use any University services supported by registration fees.	1037796	20116773	02/27/17 5:31:41.000000PM

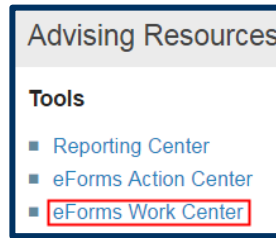
Advisor Review

After a student submits a Special Enrollment Petition (SEP) form that needs to be reviewed, their advisor receives an email. It's recommended to click the link in the email to access the pending request, because it is more direct.



Alternatively, advisors can log into CalCentral to find pending petitions in the eform WorkCenter. In this example, we will look up a pending form via CalCentral.

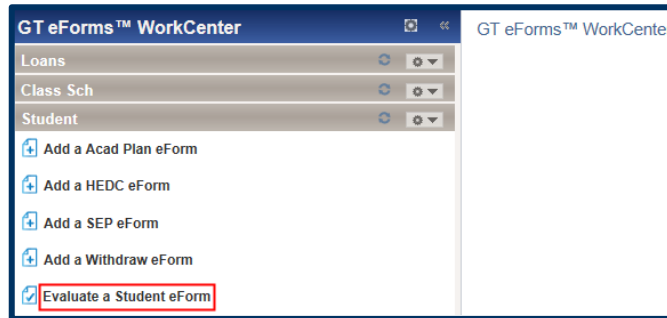
In [CalCentral](#), in the **Advising Resources** section, click the **eForms Work Center** link.



The **WorkCenter** loads.

Click **Evaluate a Student eForm**.

Tip: Hide the left hand menu by clicking the double arrows . Click the symbol again to see the menu.



Search for a student's form by entering a specific Student ID (aka, eForm ID or Form Status).

Or leave the search fields blank and click **Search** to see all forms that have been routed to you for approval.

Search results will display below. In this example, we see 2 *Pending* eForms. Click anywhere on a line to see that form.

Form ID	Form Type	Form Condition	Form Status	Empl ID	Display Name	Academic Career	Original Operator	Original Date	Last Operator	Last Date
46981	SRSEP	Default	Pending		George Grad	Graduate	1037796	2017-02-27		2017-02-27
46990	SRSEP	Default	Pending			Graduate	1003334	2017-03-05		2017-03-05

The form displays.

Tip: Clicking the **email link** goes directly to this page!

1. Review the following information: **Effective Term, Eligibility, any Attachments and Comments.**
2. Add additional comments as needed.

TASK : Special Enrollment Petitions
 eForm ID: 46981

Special Enrollment Petitions

FORM TYPE

Petition: Filing Fee Status

STUDENT SUMMARY

Empl ID: [REDACTED]

Email Address: gradstudent@berkeley.edu

Name: George Grad

Academic Career: Graduate

ACADEMIC DATA

Academic Program	Academic Plan Description	Academic Sub-Plan Description
1 Graduate Academic Programs	History PhD	Early Modern Europe

EFFECTIVE TERMS

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FILE ATTACHMENTS

Upload	View	Description	Doc Id
1 <input type="button" value="Upload"/>	<input type="button" value="View"/>		<input type="button" value="Delete"/>

COMMENTS

** Mon, Feb 27 17, 05:40:06 PM
I have cancelled my enrollment.

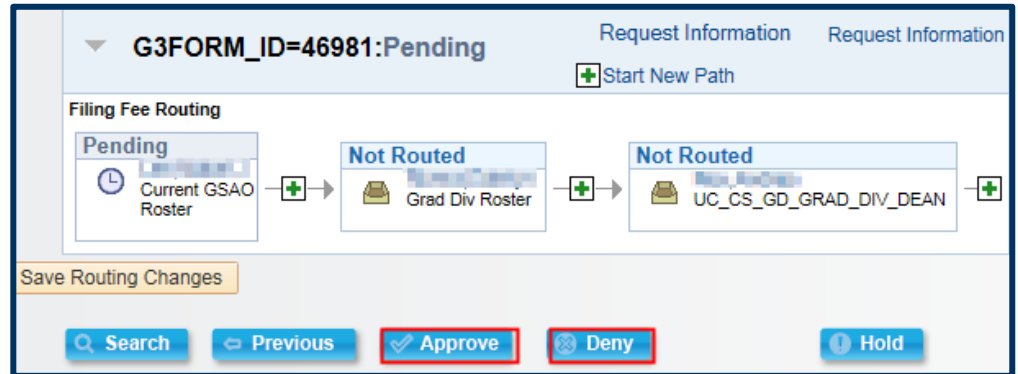
- Click the **Next** button at the bottom of the page to proceed.



The Approvals page displays.

- As appropriate, click the **Approve** or **Deny** button.

If the request has been approved, it will move to the next person listed for review and approval. If needed, an additional approver can be inserted using the green plus buttons.



Do **NOT** use the **Start New Path** link. This will affect the approvals path.

Support

For questions or assistance, please contact SIS Support.:

- Call **510-664-9000** (press **option 6** to reach SIS support)
- Email: sishelp@berkeley.edu
- Submit a ticket: https://berkeley.service-now.com/ess/create_incident
- For more information and job aids visit <http://sis.berkeley.edu/training/academic-advising-resources>