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](https://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.
6. The Filing Fee Status form will display.
7. 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.

8. 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.

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

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

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

The Approvals page displays.

4. 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.

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**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](https://berkeley.service-now.com/ess/create_incident)
- For more information and job aids visit [http://sis.berkeley.edu/training/academic-advising-resources](http://sis.berkeley.edu/training/academic-advising-resources)