

Special Enrollment Petition (SEP): In-Absentia Enrollment

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

Advisors: Click a link in an email 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:

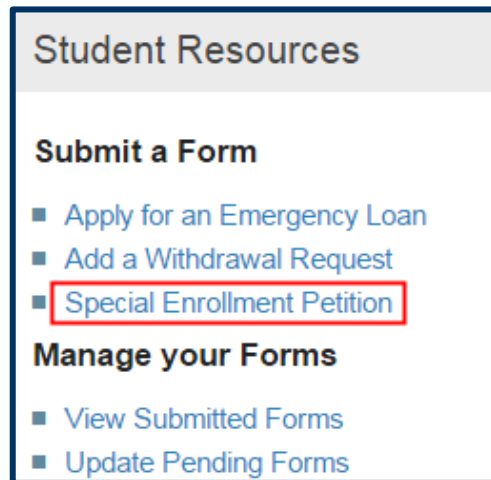
- **Filing Fee Status:** Intended for students who have completed all degree requirements and are in the very last phase of thesis or dissertation completion and filing process.
- **In-Absentia Enrollment:** Intended for students who are involved in research or coursework away from campus and outside 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 go over how a student submits a request for In-Absentia Enrollment and how an advisor should approve this request.

Student Request

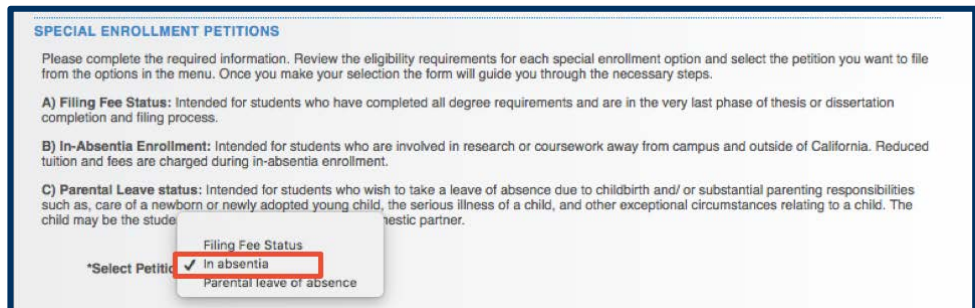
Log in to [CalCentral](#). In the **Student Resources** section, click the **Special Enrollment Petition** link.



The **Special Enrollment Petition** form appears.

Click the drop-down list to select the desired petition.

Click the **Next** button.



In this example, we have selected *In Absentia*.

Eligibility information displays in the lower half of the page.

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

Note: the **eForm ID#** in the top right corner.

TASK : Special Enrollment Petitions eForm ID: 52194

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

IN-ABSENTIA ELIGIBILITY

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

All Students:

- Must be enrolled full-time in regular UC units
- Must be in an Academic or Professional degree program. Students in self-supporting programs are not eligible for in absentia enrollment
- Must be in "active" student status
- Research or coursework undertaken during in-absentia
 - Must be directly related to the student's degree program as evidenced by faculty approval.
 - Must be of a nature that makes it necessary to be completed outside of the Bay Area for at least one full academic term.
 - Must involve only indirect supervision appropriate to evaluating the student's academic progress and performance from UC faculty during the in absentia period.
 - Must involve no significant studying or in-person collaboration with UC faculty during the in absentia period.

Academic doctoral students:

- Must be advanced to candidacy by the time in absentia begins
- May only use in absentia for a maximum of two years

Academic and Professional Master's students:

- Must have completed at least one year of coursework by the time in absentia begins
- May only use in absentia for a maximum of one year.

Next

Authorized by: GIDEON TAYLOR Close

The **In Absentia** form will display.

The top part of the form includes the **Form Type**, a **Student Summary**, and **Academic Data** (the student's current academic program(s)).

Fill out the form.

TASK : Special Enrollment Petitions eForm ID: 52233

Special Enrollment Petitions

FORM TYPE

Petition: In Absentia

STUDENT SUMMARY

Empl ID: 22222222

Email Address: bgrad@berkeley.edu

Name: Billy Grad

Academic Career: Graduate

ACADEMIC DATA

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

1. Input the location of the research or outside coursework that you are doing as well as a description of the research/coursework plan.

2. Select your funding support.

3. 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 approved as an exception.

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

4. 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.

Do you meet the eligibility?	Yes/No (Reason)
1 Must be an 'active' student.	Yes
2 Student should not be in self-supporting CPPs	Yes
3 Academic Doctoral students must be advanced to candidacy by the time in absentia begins	Yes
4 Academic Doctoral students must not be in Absentia for more than two years (4 semesters).	Yes (In-Absentia for 0 Semesters)

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

Click the **Add File Attachment** button to add additional documents.

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

ACTION ITEMS		
	Message Text	Description
1	<input checked="" type="checkbox"/> Enrollment	I will enroll for at least twelve units during in absentia
2	<input checked="" type="checkbox"/> Fee payment	I will be billed for the reduced in absentia fees
3	<input checked="" type="checkbox"/> Contact info	I must update my address in CalCentral
4	<input checked="" type="checkbox"/> Employment	I may not hold a GSI, AI-GS, or Lecturer position on campus during in absentia.
5	<input checked="" type="checkbox"/> Location	I certify that I am eligible and will be "outside the immediate Bay Area" for the semester of in absentia registration.

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

COMMENTS

← Previous
→ Submit

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

COMMENTS

I would like to reduce my course load so that I can work at UCSF this fall.

← Previous
→ Submit

9. A confirmation page will display.

TASK : Special Enrollment Petitions
 eForm ID: 52328

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

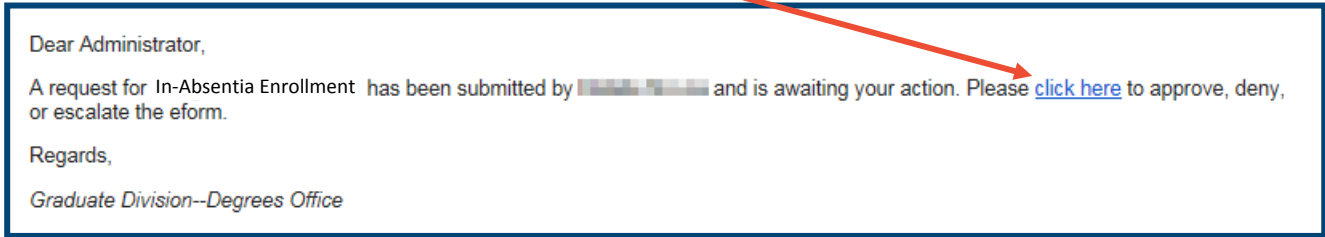
Current Date Time	Stage	Path	Step	Step Title	User ID	User Description	Form Action	Time Elapsed
03/17/2017 10:17:50AM				initiated	1026869		Submit	

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	7	Fee payment	I will be billed for the reduced in absentia fees	1026869		03/17/17 10:16:55.000000AM
<input checked="" type="checkbox"/>	31254	6	Enrollment	I will enroll for at least twelve units during in absentia	1026869		03/17/17 10:16:55.000000AM
<input checked="" type="checkbox"/>	31254	21	Location	I certify that I am eligible and will be "outside the immediate Bay Area" for the semester of in absentia registration.	1026869		03/17/17 10:16:55.000000AM
<input checked="" type="checkbox"/>	31254	9	Employment	I may not hold a GSI, AI-GS, or Lecturer position on campus during in absentia.	1026869		03/17/17 10:16:55.000000AM
<input checked="" type="checkbox"/>	31254	8	Contact info	I must update my address in CalCentral	1026869		03/17/17 10:16:48.000000AM

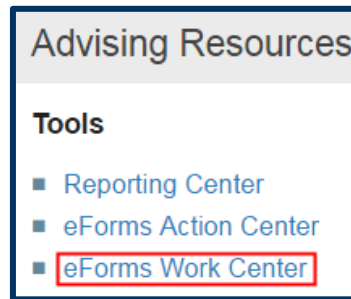
Advisor Review

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, it is more direct.




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

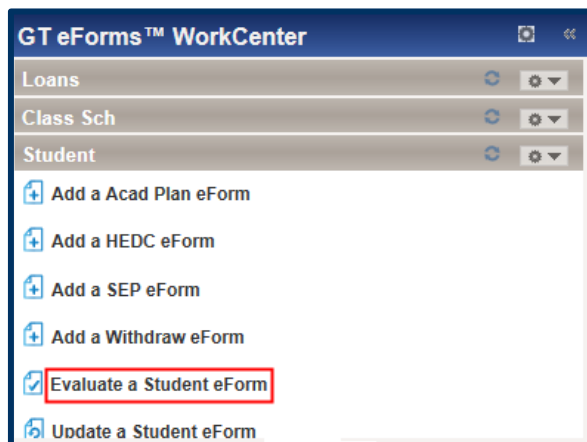
In [CalCentral](#), in the **Advising Resources** section, click the **eForms Work Center** link.



Click **Evaluate a Student eForm**.

NOTE: You may need to scroll to find the Evaluate a Student eForm link.

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 by:

Empl ID

Form ID

Display Name

Form Type

Form Condition

Form Status

Original Operator

Original Date

Last Operator

Last Date

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

Personalize | Find | View All | First 1-2 of 2 Last

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

TASK : Special Enrollment Petitions
eForm ID: 52328

Special Enrollment Petitions

FORM TYPE

Petition: In Absentia

STUDENT SUMMARY

Empl ID: 22200000
 Email Address: gradbear@berkeley.edu
 Name: Grad Bear
 Academic Career: Graduate

ACADEMIC DATA

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

ENTER DATA

Location (state or California country):
 Research / Working with UCSF 4 days/week. coursework plan: Conducting research on pain pathways.

I WILL BE SUPPORTED BY:

This is a required field. Check all that apply.

My own funds
 UC fellowship
 GSR
 Other:

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

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 be an 'active' student.	Yes
2 Student should not be in self-supporting CPPs	Yes
3 Academic Doctoral students must be advanced to candidacy by the time in absentia begins	Yes
4 Academic Doctoral students must not be in Absentia for more than two years (4 semesters).	Yes (In-Absentia for 0 Semesters)

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"/>

COMMENTS

** Fri, Mar 17, 10:17:44 AM
 I would like to deduce my course load so that I can work at UCSF this fall.

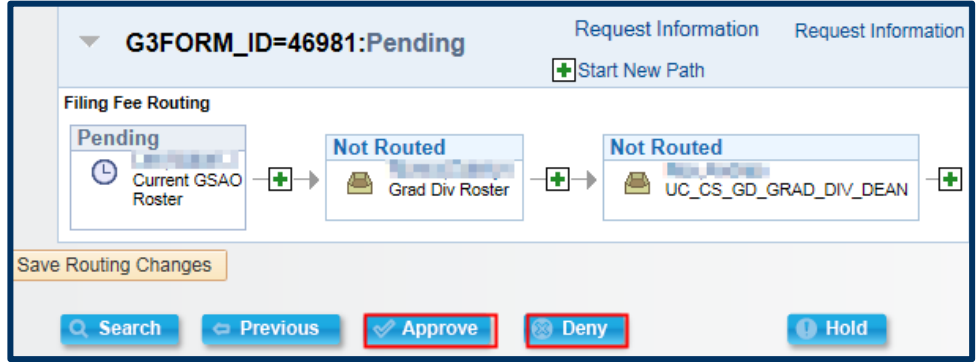
Powered by: SI SIDEN TAYLOR
Close

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.



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>