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](https://calcentral.berkeley.edu). In the **Student Resources** section, click the **Special Enrollment Petition** link.
The Special Enrollment Petition appears.

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

Click the Next button.

In this example, we have selected Parental leave of absence.

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.
The Parental Leave of Absence 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.

1. 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.

2. 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.
3. If the student has any documentation (such as a letter requesting an exception), that can be uploaded.

   Click the Add File Attachment button.

4. Read through and acknowledge the Action Items by clicking the checkboxes.

   NOTE: You may need to scroll using the bar on the right in order to view all action items.

5. To leave Comments, click to expand the Comments section.

6. When finished with the form, click the Submit button.
7. A confirmation page will display.
Advisor Review

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

Dear Administrator,
A request for Parental Leave of Absence has been submitted by [name] and is awaiting your action. Please [link] to approve, deny, or escalate the eform.
Regards,
Graduate Division--Degrees Office

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.

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 results will display below. In this example, we see 2 Pending forms. 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**.

Add additional comments as needed.
Click the Next button at the bottom of the page to proceed.

The Approvals page displays.

2. 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
- For more information and job aids visit http://sis.berkeley.edu/training/academic-advising-resources