

Student Information Systems - Enrollment Guide

Quick Start Guide for Graduate and Undergraduate Students

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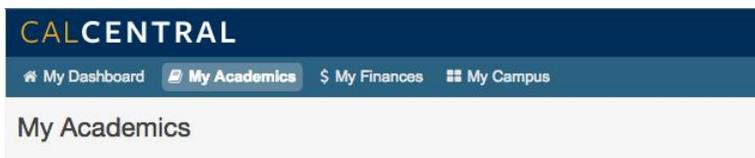
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I - CalCentral - Getting Started

My Academics Page



II - Class Enrollment card

Class Enrollment FALL 2016													
<p>! You have a hold that may affect your ability to enroll in classes. Consult with an advisor.</p>													
Action	When												
1. Plan	Prior to Apr 18												
2. Explore	Prior to Apr 18												
3. Schedule	Mon Mar 28												
4. Decide	Mon Apr 18 3:40 PM												
<p>Choose classes for the upcoming semester. Learn more about enrollment rules and information.</p>													
<p>Enrollment Period</p> <table border="1"> <tr> <td>Phase I</td> <td>Tue</td> <td>Apr 18</td> <td> 3:40 PM</td> </tr> <tr> <td>Phase II</td> <td>Tue</td> <td>Jul 5</td> <td> 4:30 PM</td> </tr> <tr> <td>Adjustment</td> <td>Mon</td> <td>Aug 15</td> <td> 6:20 PM</td> </tr> </table>		Phase I	Tue	Apr 18	3:40 PM	Phase II	Tue	Jul 5	4:30 PM	Adjustment	Mon	Aug 15	6:20 PM
Phase I	Tue	Apr 18	3:40 PM										
Phase II	Tue	Jul 5	4:30 PM										
Adjustment	Mon	Aug 15	6:20 PM										
5. Adjust	After Apr 18												

This card is designed to provide a prescriptive approach to academic planning and enrollment, and to unite a number of students tools that support this process:

- 1. Plan:**
 - Access a multi-year **Planner** (starting later in the fall)
- 2. Explore:**
 - Schedule of Classes**
 - Sites that offer class elective options
- 3. Schedule:**
 - Create alternative semester plans with **Schedule Planner**, which replaces ScheduleBuilder
- 4. Decide**
 - View Phase I and II appointment dates
 - Go directly to the new **Shopping Cart** and enroll, which replaces Tele-BEARS
- 5. Adjust**
 - Classes that are enrolled in, and/or waitlisted will be displayed here
 - Add / Drop from here

Explore

Class Enrollment FALL 2016	
Consult with an advisor if you have any questions.	
Action	When
1. Plan	
2. Explore	Prior to Mar 23
<ul style="list-style-type: none"> Schedule of Classes Berkeley Academic Guide Discovery Courses Big Ideas Courses Freshman & Sophomore Seminars DeCal Berkeley Connect 	
3. Schedule	Mar 20
Organize and preview your upcoming semester based on your enrollment needs	

Click on one of the Action items to see more detail

- 2. Explore**
 - Schedule of Classes***

The **Schedule of Classes** link will provide a comprehensive search tool to View and to Add classes, and sections, to the Shopping Cart.

If a student knows the classes they want to take, and don't need to map out alternative plans, then this is the best way to search and then enroll (via the **Shopping Cart**)

*** This will be the optimum path to enrolling in classes for most graduate students**

III - Schedule of Classes (student's view)

Basic Search

CALCENTRAL

[Return to Class Enrollment](#)

Search for Classes

Enter Search Criteria

Search for Classes

Institution: UC Berkeley
Term: 2016 Fall

Select at least 2 search criteria. Select Search to view your search results.

Class Search

Subject: American Studies
Course Number: contains
Course Career: Undergraduate

Show Open Classes Only
 Open Entry/Exit Classes Only

Additional Search Criteria

Schedule of Classes
(from the CalCentral, Class Enrollment / Explore)

Quick search options, ex: find a class that satisfied the undergraduate American Studies requirement

Search Results

CALCENTRAL

[Return to Class Enrollment](#)

Search for Classes

Search Results

UC Berkeley | 2016 Fall

You are not registered for classes in this term. [Shopping Cart](#)
Your shopping cart is empty.

The following classes match your search criteria Course Subject: **American Studies**, Course Career: **Undergraduate**, Show Open Classes Only: **No**

Open Closed Wait List

14 class section(s) found

AMERSTD H110 - Honors Seminar: Special Topics in American Studies							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
12736	001-SEM Regular	We 3:00PM - 5:59PM	Requested General Assignment	Michael Cohen	08/24/2016 - 12/09/2016		<input type="button" value="select"/>

AMERSTD H195 - Honors Thesis							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
12504	001-SEM Regular	We 2:00PM - 3:59PM	Requested General Assignment	Justin Gomer	08/24/2016 - 12/09/2016		<input type="button" value="select"/>

Schedule of Classes
Search Results

Search Options

Legend, ex: green circle shows the class is open

A link to the **Shopping Cart** and content, if applicable

Click on a class link to see more information

Class Details

CALCENTRAL

[Return to Class Enrollment](#)

Search for Classes

Class Detail

AMERSTD H110 - 001 Honors Seminar: Special Topics in American Studies
 UC Berkeley | 2016 Fall | Seminar

Class Details

Status	Open	Career	Undergraduate
Class Number	12736	Dates	8/24/2016 - 12/9/2016
Session	Regular Academic Session	Grading	Student Option
Units	3 units	Location	UC Berkeley Main Campus
Instruction Mode	In-Person		
Class Components	Seminar Required		

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
We 3:00PM - 5:59PM	Requested General Assignment	Michael Cohen	08/24/2016 - 12/09/2016

Class Availability

Class Capacity	15	Wait List Capacity	15
Enrollment Total	0	Wait List Total	0
Available Seats	15		

Description

This course is designed to introduce honors students (those who have achieved a minimum overall GPA of 3.3) to the history and theory of American studies as an interdisciplinary field and to explore current themes, debates, and research problems in American studies.

VIEW SEARCH RESULTS
SELECT CLASS

Schedule of Classes

Class Details

Basic Information
 Class name
 Units
 Dates, times and location
 Instructor

Class Availability
 Capacity
 Available seats
 Waitlist information

Actions
 Go back to the search page

Select Class - adds the class to the **Shopping Cart**

Select Class

CALCENTRAL

[Return to Class Enrollment](#)

2016 Fall | Undergraduate | UC Berkeley

AMERSTD H110 - Honors Seminar

Class Preferences

AMERSTD	H110-	Seminar	Open	Wait List	<input type="checkbox"/> Wait list if class is full	
Session	Regular Academic Session				Permission Nbr	<input type="text"/>
Career	Undergraduate				Grading	Graded ▾
				Units	3.00	

CANCEL
NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Seminar	We 3:00PM - 5:59PM	Requested General Assignment	Michael Cohen	08/24/2016 - 12/09/2016

Schedule of Classes

Class Selection

If the class is full or you need to pick a discussion section or a lab, you will be prompted here to do that.

Add to the waitlist if space is available
 Enter a permission number, if applicable
 Choose graded or pass/no pass

Next to confirm

Class added to Shopping Cart

<p>CALCENTRAL</p> <p>Return to Class Enrollment</p> <p>Search for Classes</p> <p>Class Detail</p> <p>AMERSTD H110 - 001 Honors Seminar: Special Topics in American Studies</p> <p>UC Berkeley 2016 Fall Seminar</p> <p> AMERSTD H110 has been added to your Shopping Cart.</p> <p>Class Details</p> <table><tr><td>Status</td><td> Open</td><td>Career</td><td>Undergraduate</td></tr><tr><td>Class Number</td><td>12736</td><td>Dates</td><td>8/24/2016 - 12/9/2016</td></tr><tr><td>Session</td><td>Regular Academic Session</td><td>Grading</td><td>Student Option</td></tr><tr><td>Units</td><td>3 units</td><td>Location</td><td>UC Berkeley Main Campus</td></tr><tr><td>Instruction Mode</td><td>In-Person</td><td></td><td></td></tr><tr><td>Class Components</td><td>Seminar Required</td><td></td><td></td></tr></table>	Status	Open	Career	Undergraduate	Class Number	12736	Dates	8/24/2016 - 12/9/2016	Session	Regular Academic Session	Grading	Student Option	Units	3 units	Location	UC Berkeley Main Campus	Instruction Mode	In-Person			Class Components	Seminar Required			<p>Schedule of Classes</p> <p>Confirmation screen</p> <p>A class has been added to the Shopping Cart</p>
Status	Open	Career	Undergraduate																						
Class Number	12736	Dates	8/24/2016 - 12/9/2016																						
Session	Regular Academic Session	Grading	Student Option																						
Units	3 units	Location	UC Berkeley Main Campus																						
Instruction Mode	In-Person																								
Class Components	Seminar Required																								

Advanced Search Options

CALCENTRAL

[Return to Class Enrollment](#)

Search for Classes

Enter Search Criteria

Search for Classes

Institution: UC Berkeley
Term: 2016 Fall

Select at least 2 search criteria. Select Search to view your search results.

Class Search

Subject:
Course Number: is exactly
Course Career:

Show Open Classes Only
 Open Entry/Exit Classes Only

Additional Search Criteria

Meeting Start Time: greater than or equal to
Meeting End Time: less than or equal to
Days of Week: include only these days

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name: begins with
Class Nbr: ?
Course Keyword: intensive italian ?
Minimum Units: greater than or equal to
Maximum Units: less than or equal to
Course Component:
Session:
Mode of Instruction:
Campus:
Location:

Schedule of Classes

Advanced Search Options

Search by

- date and time
- Instructor
- Class Number
- Keyword
- Units
- And more...

Search Results - Lecture and Discussions

CALCENTRAL

[Return to Class Enrollment](#)

Search for Classes

Search Results

UC Berkeley | 2016 Fall

You are not registered for classes in this term.

[Shopping Cart](#) [show all](#)

AMERSTD H110 We 3:00PM - 5:59PM
Requested General Assignment

The following classes match your search criteria Show Open Classes Only: **Yes**, Course Title Keyword: **'Intensive Italian'**

● Open ■ Closed ▲ Wait List

NEW SEARCH MODIFY SEARCH

4 class section(s) found

ITALIAN 1S - Intensive Italian for Spanish Speakers

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
17688	001-LEC Regular	MoTuWeThFr 10:00AM - 10:59AM	Dwinelle 104	Anna Bellezza	08/24/2016 - 12/09/2016	●	select
17693	101-CON Regular	MoWe 1:00PM - 1:59PM	Dwinelle 6307	Anna Bellezza	08/24/2016 - 12/09/2016	●	select
17694	102-CON Regular	MoWe 2:00PM - 2:59PM	Dwinelle 6307	Anna Bellezza	08/24/2016 - 12/09/2016	●	select
31530	103-LEC Regular	MoWe 3:00PM - 4:00PM	Dwinelle 6307	Anna Bellezza	08/24/2016 - 12/09/2016	●	select

NEW SEARCH MODIFY SEARCH

Schedule of Classes

Search results for "intensive italian"

Lecture and discussion sections

Shopping Cart Preview

CALCENTRAL

[Return to Class Enrollment](#)

Search for Classes

Search Results

UC Berkeley | 2016 Fall

You are not registered for classes in this term.

[Shopping Cart](#) [collapse](#)

AMERSTD H110 We 3:00PM - 5:59PM
Requested General Assignment

CIVENG 193 TuTh 2:00PM - 3:29PM
Davis 502

ITALIAN 1S MoTuWeThFr 10:00AM - 10:59AM
Dwinelle 104
MoWe 1:00PM - 1:59PM
Dwinelle 6307

Schedule of Classes

A summary of all the classes that have been added to the Shopping Cart, from the Schedule of Classes

Now, either

1. go to the **Shopping Cart** to view and/or start enrolling (if it is the student's appointment time)
2. return to Class Enrollment (CalCentral My Academics page)
3. continue searching for classes

IV- Shopping Cart

View Classes in the Cart

CALCENTRAL

[Return to Search for Classes](#)

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term.
Select Validate to have the system check for possible conflicts prior to enrolling.

2016 Fall | Undergraduate | UC Berkeley

Open Closed Wait List

Add to Cart:

Enter Class Nbr

Find Classes
 Class Search

2016 Fall Shopping Cart						
Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	AMERSTD H110-001 (12736)	We 3:00PM - 5:59PM	Requested General Assignment	M. Cohen	3.00	Open
<input type="checkbox"/>	CIVENG 193- 001 (26667)	TuTh 2:00PM - 3:29PM	Davis 502	Staff	3.00	Open
<input type="checkbox"/>	ITALIAN 1S- 001 (17688)	MoTuWeThFr 10:00AM - 10:59AM	Dwinelle 104	A. Bellezza	6.00	Open
<input type="checkbox"/>	ITALIAN 1S- 101 (17693)	MoWe 1:00PM - 1:59PM	Dwinelle 6307	A. Bellezza		Open

for selected:

My 2016 Fall Class Schedule

You are not registered for classes in this term.

Shopping Cart

Get here either

1. Directly from the “**Decide**” option on the Class Enrollment card (CalCentral >> My Academics page)
2. From a link on the **Schedule of Classes** summary page
3. **Schedule Planner** (and import classes)

Select Class(es) and Enroll

CALCENTRAL
 Return to Class Enrollment

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Select Validate to have the system check for possible conflicts prior to enrolling.

2016 Fall | Undergraduate | UC Berkeley

Open Closed Wait List

Add to Cart:
 Enter Class Nbr
 enter
 Find Classes
 Class Search
 search
 schedule planner

2016 Fall Shopping Cart

Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	AEROSPC 1A-001 (13911)	We 5:00PM - 5:59PM	Hearst Gym 188	C. Carroll, C. Francis	1.00	●
<input type="checkbox"/>	AMERSTD H110-001 (12736)	We 3:00PM - 5:59PM	Requested General Assignment	M. Cohen	3.00	●
<input type="checkbox"/>	CIVENG 193-001 (26667)	TuTh 2:00PM - 3:29PM	Davis 502	Staff	3.00	●
<input checked="" type="checkbox"/>	ITALIAN 1S-001 (17688)	MoTuWeThFr 10:00AM - 10:59AM	Dwinelle 104	A. Bellezza	6.00	●
<input type="checkbox"/>	ITALIAN 1S-101 (17693)	MoWe 1:00PM - 1:59PM	Dwinelle 6307	A. Bellezza		●

for selected: delete validate enroll

My 2016 Fall Class Schedule

Shopping Cart

Step 1 - Select class(es) to enroll in

Confirm Classes

CALCENTRAL
 Return to Shopping Cart

Shopping Cart

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

2016 Fall | Undergraduate | UC Berkeley

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ITALIAN 1S-001 (17688)	Int Ital Span Speak (Lecture)	MoTuWeThFr 10:00AM - 10:59AM	Dwinelle 104	A. Bellezza	6.00	●
ITALIAN 1S-101 (17693)	Int Ital Span Speak (Convers)	MoWe 1:00PM - 1:59PM	Dwinelle 6307	A. Bellezza		●

CANCEL PREVIOUS FINISH ENROLLING

Shopping Cart

Step 2 - Finish Enrolling

Enrollment Confirmation

CALCENTRAL

[Return to Shopping Cart](#)

Shopping Cart 1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

2016 Fall | Undergraduate | UC Berkeley

Success: enrolled
 Error: unable to add class

Class	Message	Status
ITALIAN 1S	Success: This class has been added to your schedule.	<input checked="" type="checkbox"/>

[ADD ANOTHER CLASS](#)

Shopping Cart

Step 3 - View results

Shopping Cart Contents - Enrolled and Listed

CALCENTRAL

[Return to Class Enrollment](#)

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Select Validate to have the system check for possible conflicts prior to enrolling.

2016 Fall | Undergraduate | UC Berkeley

Open
 Closed
 Wait List

Add to Cart:

Enter Class Nbr [enter](#)

Find Classes

Class Search

[search](#)

[schedule planner](#)

2016 Fall Shopping Cart

Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	AEROSPC 1A-001 (13911)	We 5:00PM - 5:59PM	Hearst Gym 188	C. Carroll, C. Francis	1.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	AMERSTD H110-001 (12736)	We 3:00PM - 5:59PM	Requested General Assignment	M. Cohen	3.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	CIVENG 193-001 (26667)	TuTh 2:00PM - 3:29PM	Davis 502	Staff	3.00	<input checked="" type="checkbox"/>

for selected: [delete](#) [validate](#) [enroll](#)

My 2016 Fall Class Schedule

Enrolled
 Dropped
 Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
ITALIAN 1S-001 (17688)	Int Ital Span Speak (Lecture)	MoTuWeThFr 10:00AM - 10:59AM	Dwinelle 104	A. Bellezza	6.00	<input checked="" type="checkbox"/>
ITALIAN 1S-101 (17693)	Int Ital Span Speak (Convers)	MoWe 1:00PM - 1:59PM	Dwinelle 6307	A. Bellezza		<input checked="" type="checkbox"/>

Shopping Cart

Updated contents

- 3 Classes listed in the cart for later
- 1 Class and a discussion successfully enrolled in

V - CalCentral

Updated Class Enrollments

Class Enrollment FALL 2016			
Consult with an advisor if you have any questions.			
Action	When		
1. Plan			
2. Explore	Prior to Mar 23		
3. Schedule	Mar 20		
4. Decide	Wed Mar 23 3:30 PM		
Choose classes for the upcoming semester. Learn more about enrollment rules and information .			
Enrollment Period			
PERFORMANCE TESTING	Wed Mar 23 3:30 PM		
5. Adjust	After Mar 23		
Enrolled Classes		Add Drop Swap Edit Withdraw	
Class		When	Units
ITALIAN 1S	CON	MW 1:00P-1:59P	0.0
ITALIAN 1S	LEC	MTuWThF 10:00A-10:59A	6.0
			Total Units: 6.0

CalCentral - Class Enrollment

Enrolled classes listed under **5.Adjust**