

Student Swaps

In CalCentral, students can use a swap function to drop one class while simultaneously adding another. By swapping, rather than dropping a class and then enrolling in a new one, the system allows the student to be waitlisted on a desired class while not giving up their spot in an already enrolled class.

For you, as an Enrollment Manager (EM) this means that if you manually enroll a student from a waitlist into a class, using the **Enrollment Request** page in CS, you may run into unit caps, and possibly time conflicts, that will not allow you to successfully enroll the student.

You will need to email the student to check with them on one or more of the following:

- 1) Are they still interested in your class? (They may have forgotten they requested the swap by this point in the semester and are satisfied with their current schedule.)
- 2) If they are still interested in your class and you are enrolling them through the **Enrollment Request** form, which class should you drop for them?
- 3) If a time conflict error comes up, dropping the class from question #2 may fix this. Otherwise, tell them there is a time conflict with their enrollment in this class and ask them if it is ok for you to override it on their behalf.

SIS Support:

For questions or assistance, please contact SIS Production Support:

- Email: sishelp@berkeley.edu
- Call **510-664-9000** (press **option 6**)
- Submit a ticket: https://shared-services-help.berkeley.edu/new_ticket/it

For additional SIS resources, please visit:

- <http://sis.berkeley.edu/training>

Waitlists and Time Conflicts

Depending on your security role, you may have broad or limited access to functions on the Enrollment Request page in CS.

If you are an Enrollment Manager:

1. Navigate to the **Enrollment Request** page, enter the **Student ID**, other search fields, and click **Add**.
2. On the **Action** drop list, select “Enroll.”
3. Enter the **Class Nbr** and **Related Class** number(s).
4. Click **Submit**.
5. If you get “Errors Found,” scroll to the bottom of the page to view the error details.

To resolve most waitlist and time conflict errors:

Option 1: (When **Add Consent** = “No Consent”)

Under **Additional Overrides**:

- Check the **Closed Class** checkbox if the class is closed or all the seats are reserved and the student does not meet the **Requirement Group**.
- If needed, check the **Time Conflict** checkbox.
- Click **Submit** again.

Option 2: (When **Add Consent** = “Dept Cnsnt” or “Instr Cnsnt”)

Using **Permission Numbers**:

- In the **Override** section, enter the newly generated **Permission Number** or the number previously given to the student (the checkbox does not need to be checked here)
- In the **Additional Overrides** section, check the **Time Conflict** checkbox if needed.
- Click **Submit**.

Using **Student Specific Permissions**:

- Add the waitlisted student to the Student Specific Permissions list.
- In the **Additional Overrides** section, check the **Time Conflict** checkbox if needed.

If you are an College Advisor, use Option 2.

If you are a Major Advisor, consult with your department’s Enrollment Manager for assistance.