Waitlisting via the Shopping Cart

If you happen to forget to click “Waitlist if class is full” when you are moving a class into the Shopping Cart, you can still go back to the Shopping Cart and change that setting, as well as variable units and grading option.

1. After logging in to CalCentral using your CalNet ID and passphrase, go to the My Academics page, and locate the Class Enrollment section on the right.

Click the link that reads, “Decide”.
2. Click the **Choose classes** link. (This will take you to the **Shopping Cart**.)
3. Click on the name of the course whose waitlist, grading, or units you want to change.

4. Confirm that the section selection is correct, and then click the **Next** button.
5. Make the appropriate changes in **waitlist** option (5a.), **Permission Nbr** (5b.), **Grading** option (5c.), and **Units** if variable (5d.).

6. Click the **Next** button.

7. Click the **Return to Class Enrollment** link, which takes you back to the **My Academics** page.
Support:

For questions or assistance, please contact the SIS Project:

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