For Instructors: How to Approve or Deny a Concurrent Enrollment Application

All student applications are simultaneously submitted to the instructor and designate reviewers at the department chair and/or dean level (as applicable).

Please deny any applicants for whom there is no space available in the class as quickly as possible so that these students can apply for other classes. If the application is denied at any level, the applicant will be automatically notified and should discontinue attendance in the class.

1. Sign into CalCentral with your CalNet ID.
   
   calcentral.berkeley.edu

2. On your CalCentral dashboard, look for the Faculty Resources card at the right of the page and click the eForms Review Center link.
The GT Action Center is where you will find all forms submitted for approval. You can approve or deny all or selected requests at once or process them individually.

**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

**NOTE:** The Enrollment Capacity and current Enrollment totals are displayed here. Be aware of these so as not to exceed class capacity.