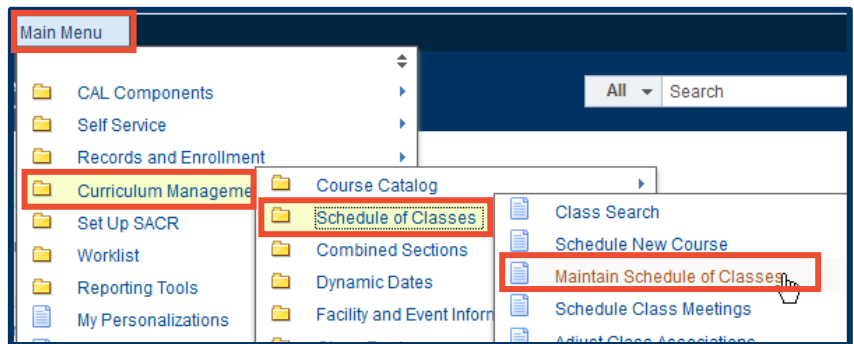# How to Prevent Further Enrollments ("Lock Down a Class") - Best Practice

Campus Solutions does not have a "lock" function as did the legacy system, DB2. Therefore, there are a few things to watch out for when trying to mimic your old process in this new system. Please see the "Warnings" section below.
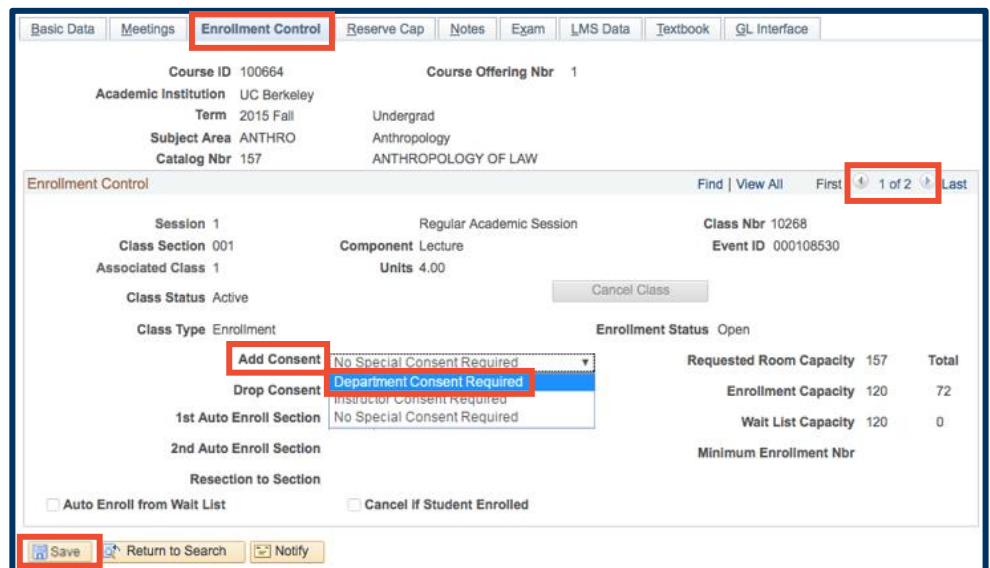
1. From the **Main Menu,** navigate to: **Curriculum Management > Schedule of Classes > Maintain Schedule of Classes** and search for your class.

2. On the **Enrollment Control** tab, set the **Add Consent** drop list to "Department Consent" on Enrollment sections.
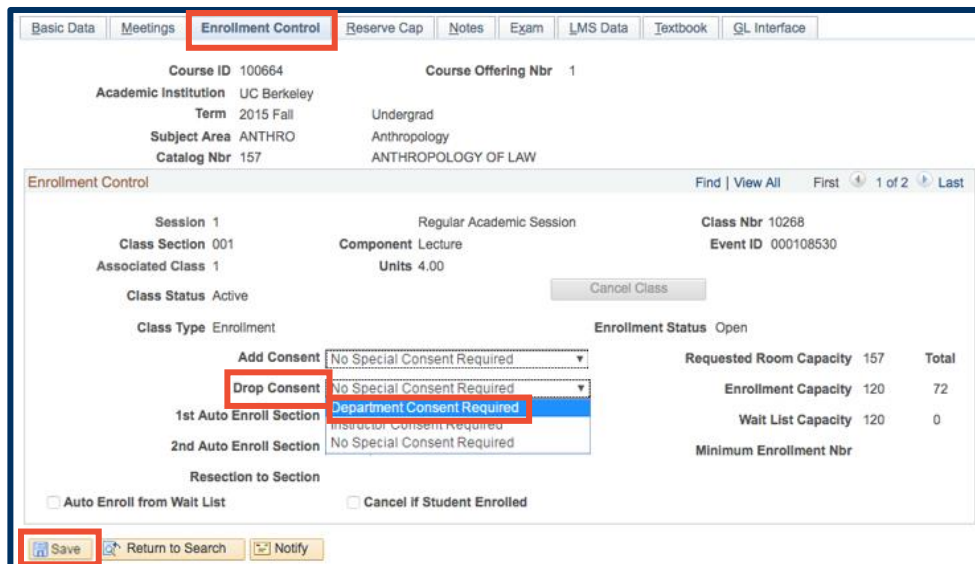
3. It is optional to do the same on Non-Enroll sections.

   NOTE: The students attempting to enroll will get a "Department Permission Needed" type error message.

4. Click the **Save** button when finished.

5. If you also do not want students dropping the class during a certain period of time, set the **Drop Consent** to "Department Consent."

6. Click the **Save** button when finished.

WARNINGS:

BE CAREFUL – If you have given out any Permission Numbers with "Valid for… Closed Class" checked, and have not yet expired, then those Permission Numbers can still override your Enrollment Capacity if those students try to switch sections.

Also note that when the term is copied to the next year, any classes that you have changed the Add Consent on will also copy over.

DO NOT…

- Uncheck "Auto enroll from Wait List"
  - because then any student can take any vacant spot

- Use the "Stop Further Enrollment" action
  - because then you will also not be able to manipulate enrollment for that class

- Change the Enrollment Cap number
  - because then campus reports on enrollment numbers will be skewed

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