CalCentral Enrollment Guide for Students

http://calcentral.berkeley.edu
A Quick Word

- This is a new system for students and faculty across campus. If you notice anything out of the ordinary (ex: a discussion section conflicts with a lecture) please email sishelp@berkeley.edu to report it and it can be fixed!
- Want to see what other bugs have been reported/fixed? Check out the CalCentral Bugfinder Squad Group on Facebook.
- Check out http://sis.berkeley.edu/students for more updates related to students.
- Follow tinyurl.com/Cal-Big-Change to provide feedback.
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Some Notes on Enrollment

**Phases:**

All Berkeley students have 2 enrollment appointments with different enrollment caps for each.

Phase 1:
- Undergrad: up to 10.5 units
- Graduate: up to 12 units

Phase 2:
- Undergrad: up to 16 units
- Graduate: up to 20.5

During the adjustment period, you’ll be able to add additional classes past those caps. Check your college’s website for your specific unit limits.
Some Notes on Enrollment

Lower, Upper, and Graduate Courses:

- Lower division courses are given numbers under 100. These are usually pre-requisites for majors or other courses.
  - Ex: Psych 2
- Upper division courses are in the 100s: these are usually more advanced courses and might have some restrictions on who can enroll or what classes you should take before taking this course.
  - Ex: Psych 101
- Graduate courses are in the 200s and are limited only to grad students. Undergraduates may take these classes if they receive instructor approval.
  - Ex: Info 214
Some Notes on Enrollment

**Open, Waitlisted, and Full Classes:**

Classes have limited spots that students can enroll in.

- **Open:** There are open seats in the class.
- **Waitlist:** There are currently no open seats available but you can be added to a waitlist. When seats open up, you may be moved into the class, depending on your primary and secondary waitlist position.
  - Note: there are times when you will be put on the waitlist even if the class has available seats. This happens because of restrictions placed on who can enroll for a class during that phase (see Reserve Capacity).
- **Full:** The class and its waitlist have no available seats open. You cannot add yourself to the class or its waitlist.
Some Notes on Enrollment

Reserve Capacity:

- Some classes may have seats reserved for majors or for certain students.
- If a student fulfills one of these categories, they will be able enroll in the class. If all seats are full and there is a waitlist, when a seat opens up in the class, the first person in the waitlist who fulfils that seat will be added to the class.

![Diagram of Enrollment Capacity]

Total Enrollment Capacity = 20

- 10 Seats Reserved for “Major”
- 5 Seats Reserved for “New UG Transfer”
- 5 Seats Open to All
Enrollment Process: My Academics > Class Enrollment

**Multi-Year Planner** (coming Fall 2016)

**Schedule of Classes:** Explore classes and course Offerings

**Schedule Planner:** View and edit different schedules

**Class Enrollment:** View and edit the classes in your shopping cart, and enroll in classes

**Class Adjustment:** Add, Drop, Swap Classes, Edit Discussion/lab sections
**Multi-Year Planner:** Plan your courses over the course of your college career (coming Fall 2016)

**Schedule of Classes:** Explore all current class offerings

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### Class Enrollment FALL 2016

<table>
<thead>
<tr>
<th>Activity</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Multi-year Planner</td>
<td></td>
</tr>
<tr>
<td>2. Schedule of Classes</td>
<td>Prior to Apr 17</td>
</tr>
<tr>
<td>3. Schedule Planner</td>
<td>Mar 28</td>
</tr>
<tr>
<td>4. Class Enrollment</td>
<td>Sun Apr 17</td>
</tr>
</tbody>
</table>

**Enrollment Period**
- Spac Validate Enroll Function: Sun Apr 17 | 5:00 PM
- Phase 1: Mon Apr 18 | 10:30 AM
- Phase 2: Mon Jul 18 | 10:30 AM
- Adjustment Period: Mon Aug 15 | 9:00 AM

<table>
<thead>
<tr>
<th>Class</th>
<th>When</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>CHEM 4A</td>
<td>LAB M 1:00P-4:45P</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM 4A</td>
<td>LEC MWF 12:00P-12:59P</td>
<td>4.0</td>
</tr>
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**Total Units:** 4.0
Subject: enter the course subject (ex: Psych)

Course Number: Enter the course number if you know it (ex: 101)

Note: if “is exactly” is selected you must enter the exact course number including letters (ex: 61B)

Course Career: Choose between grad, law, UC Berkeley Extension, or Undergrad

Click the arrow for additional Search Criteria to specify more information about classes such as:

- Start and end time
- Days of the week
- Instructor’s Last Name
- Class Number
- Course Keyword
- Min/Max Units
- Course Component: Lab, discussion, lecture
- Mode of Instruction: in-person, webcast, etc.

Enter the desired information and click Search.
Classes already in your shopping cart will display at the top.

Open Classes will be marked with a green circle, closed (full) classes will be marked by a blue square, and classes that have a waitlist will have a yellow triangle.

A Class’s lecture is always the first course to be displayed, followed by the lectures and discussions.

Click **select** to add this class to your shopping cart. It will ask you to select from all secondary sections and labs available as well.
Click on the class number or title to see more information about the class.
Clicking on either the class number or class name brings you to the details page for that class.

Here you can see up to date data about seats available/wait list. You can also see a description of the class as well as restrictions on enrollment (see class notes).

Either click View Search Results to be taken back to the list of search results or Select Class to add this class to your shopping cart.
Adding from Schedule of Classes is one of two ways to add classes to your shopping cart. The other pathway is from Schedule Planner (which we will explain later).

You can select the class from the search results or from the details page. Decide whether or not you would like to “Wait list class if full” as well as your grading option and how many units you are taking the class for (if class allows variable units).

You can change these options from your shopping cart later.

Click Next.
Schedule of Classes: Adding to Shopping Cart

Select a discussion section if applicable.

Try to enroll in an open discussion section (marked by the green circle). Sections that are full will be marked by the orange triangle. Selecting this will put you on the section wait list and this might cause you to be wait listed for the course as well.
My Academics > Schedule Planner

**Multi-Year Planner:** Plan your courses over the course of your college career (coming Fall 2016)

**Schedule of Classes:** Explore all current class offerings

**Schedule Planner:** View and edit different schedules

**Class Enrollment:** View and edit the classes in your shopping cart, and enroll in classes

**Class Adjustment:** Add, Drop, Swap Classes, Edit Discussion/lab sections

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You can use Schedule Planner to test out different possible schedules as well as send entire schedules to your shopping cart.

From the “Courses” section you can click Add Course.
Generating Schedules: Add Course

Search for a course by subject and course number. You will be given a description of the course. Add as many courses as you would like and then click **Done**.

Courses you have added will appear back in the “Courses” section. If you have outside work or would like to specify a part of your day that you do not want to have class you can use the “Breaks” section to accomplish this.
Clicking **options** will give you a list of the lectures and sections for this class. You can deselect any section that you would not like to include when generating schedules.
If you click on the information icon the following data appears:

- Title
- Class #
- Seats open
- Current waitlist
- Reserved seats
- Notes (prereqs)
- If consent is needed
If you have already added some courses to your shopping cart they will appear here under “Current Schedule”. For example, if you added a course from Schedule of Classes it will appear in this section.
Classes you are currently enrolled in will also appear. You can deselected any of these courses to test out new schedules. **Note:** Deselecting these courses gives you an error warning.
Select the classes you would like to test out (from the three sections listed above) and click **Generate Schedules**.

A list of all possible schedules will appear. **Note:** Hover over the magnifying glass to get a preview of the schedule.
Generating Schedules: Compare

You can select up to four schedules and click Compare to see these schedules side-by-side.
Generating Schedules: View Schedule

Click **Open #1** from compare or **View 1** from the generated schedules to see a detailed version of the schedule.

You can toggle through the generated schedules from here.

The lock button on some of the classes gives you the option to lock in place a preferred discussion-lecture pairing. You will notice that classes pulled from your shopping cart or enrolled classes will already be locked.
Once you find a schedule that you like you can send it to your Shopping Cart.
Multi-Year Planner: Plan your courses over the course of your college career (coming Fall 2016)

Schedule of Classes: Explore all current class offerings

Schedule Planner: View and edit different schedules

Class Enrollment: View and edit the classes in your shopping cart. Can also enroll in classes if it’s your phase 1 or phase 2

Class Adjustment: Add, Drop, Swap Classes, Edit Discussion/lab sections
The classes that were sent to your shopping cart will appear here. Select the classes you wish to enroll in. You can **delete** classes or **validate** them before you try to enroll. Validate will tell you if any errors occur due to time conflicts. (There may be other problems enrolling, you may encounter them during Step Three).

You can enroll in multiple courses at once. Select classes and then click **enroll**.
This process has three steps. The second, after choosing the classes in which you would like to enroll, is **confirming classes**. Once you have verified all of the classes you are enrolling in, click **Finish Enrolling**.
Class Enrollment: Step Three

The **View Results** screen will tell you a number of things:

- Enrollment succeeded
- Enrollment succeeded, but you were placed on the waitlist (will tell you which number you are on the waitlist)
- Enrollment failed - you do not meet the current restrictions
- Enrollment failed - the class is full and there is no waitlist
My Academics > Class Adjustment

**Multi-Year Planner:** Plan your courses over the course of your college career (coming Fall 2016)

**Schedule of Classes:** Explore all current class offerings

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**Class Enrollment:** View and edit the classes in your shopping cart. Can also enroll in classes if it’s your phase 1 or phase 2

**Class Adjustment:** Add, Drop, Swap Classes, Edit Discussion/lab sections
Once you have finished with the enrollment process, your classes will be displayed on the Enrollment section of CalCentral.

You can adjust the classes you are enrolled in from here using the **Add**, **Drop**, **Swap**, and **Options** links.

- **Add**: Add a new class.
- **Drop**: Drop a class.
- **Swap**: Swap a class that you are enrolled/waitlisted in for another class. Click [here](#) for more explanation of how/when to use this.
- **Options**: Change discussions, labs, grading, and other options for classes you are already enrolled in.
- **Withdrawal**: This will link you to information about withdrawing from UC Berkeley.
Enrollment Tips > Schedule of Classes

One way to view all classes that are available for enrollment this semester. If you want a more intuitive interface, use **BerkeleyTime**, as it allows you to search by interest and requirement. Tips for SOC:

- Do not use your browser’s back button, only use the buttons on the web page itself. Pressing your browser’s back button will lead you back to CalCentral.
- Classes that are prefixed with a letter (cross-listed classes (“C”), reading & composition classes (“R”) and honors classes (“H”) are not included if you search “greater than” a specific number.
- You can search for R&C and university requirements here. Check out Schedule Planner for breadth requirements. Check out BerkeleyTime for all three.
- You can add classes to your shopping cart from here, which will automatically show up in Schedule Planner. You may also view classes from your shopping cart and current schedule.
- To view all classes available in a department (that include prefixed classes), use the “subject” and “course career” fields under “course search”. You can also choose “subject” and “maximum units” less than or equal to 5 under “additional course search”.
- Restrictions are not included, but keep in mind you may not be able to enroll in a course due to such restrictions.
Enrollment Tips > Schedule Planner

- You can plan your schedule with classes from the shopping cart.
- You can schedule gaps for lunch, extra-curriculars, etc with the “Breaks” option.
- You can create schedules that account for gaps as long as 5 minutes to 1 hour.
- You can search for breadth requirements here. Check out Schedule of Classes to search for R&C and university requirements. Check out BerkeleyTime for all three.
Enrollment Tips > Shopping Cart

- Your shopping cart is not final. You can still add/drop/swap classes all you’d like in CalCentral.
- When you add to the shopping cart again from Schedule Planner; they might be replaced!
- Remember to “validate” before you plan to enroll, as it will mention any problems such as time conflicts or restrictions that would prevent you from enrolling. Validating without problems suggests a successful enrollment (however, it does not check the reserve capacities).
Enrollment Tips > General

- Have classes in your Shopping Cart before your appointment.
- Get to know the Swap function.
- A Future Swap means that you are swapping a class you are enrolled in for a class you are waitlisted for. The swap will not process until you are able to move off of the waitlist for the second class.
- Setting up a Future Swap can help with enrolling in back up classes.
  - Note: if you are enrolled for a class which has a time conflict (A) with a waitlisted class (B) you will never move off of the waitlist.
  - Swap a class you are enrolled in (A) for a class you will get on the waitlist for (B) as a backup in case you cannot get off of the waitlist. This way you will not be dropped from class A until you are moved off of the waitlist for class B.
Enrollment Tips > General

- Check Schedule of Classes for the most up-to-date information on enrollment. Sometimes Schedule of Classes and Schedule Planner will show different numbers for enrollment/waitlist.
More Resources

- FAQ
- BerkeleyTime
- Final Exam Schedule (Tentative)
- http://sis.berkeley.edu/students