Enrollment Overrides

PATH: Main Menu > Records & Enrollment > Enroll Students > Enrollment Request

The following job aid defines and explains the overrides available on the Enrollment Request page.

When processing enrollment requests for students, you may occasionally need to override an error message that prevents you from completing the action. Understanding the overrides is important, so that you know when it is appropriate to override and which one to use.

Log into Campus Solutions and navigate to Records & Enrollment > Enroll Students > Enrollment Request.

Then submit your enrollment request as usual by filling out this page and then clicking Submit. For more information on how to enroll a student, please refer to the Add a Student job aid.
When you submit an enrollment request, you may encounter errors.

You will see the word Error in red to the right of **Status** and **Sequence Nbr**.

An error message, describing what type of error occurred, will be located at the bottom of the page in the **Error Messages** section.

You can then use the appropriate override to enroll the student.

Check the related checkbox and click the **Submit** button. You may receive multiple error messages that may need to be resolved before the enrollment is successful.
The table below shows errors you might encounter and the overrides used to override the error message.

<table>
<thead>
<tr>
<th>Error Message</th>
<th>Override</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class is full – Waitlist error</td>
<td>WAITLIST OKAY: This will add the student to the waitlist for this class.</td>
</tr>
<tr>
<td>Dept Consent Required</td>
<td>PERMISSION NUMBER: This error means the class has been set up so that the student can only enroll if they have a permission number given to them. To override this, click the PERMISSION NUMBER box. There is NO number to enter because you’ve overridden the consent.</td>
</tr>
<tr>
<td>Instructor Consent Required</td>
<td>PERMISSION NUMBER: This error means the class has been set up so that the student can only enroll if they have a permission number given to them. To override this, click the PERMISSION NUMBER box. There is NO number to enter because you’ve overridden the consent.</td>
</tr>
<tr>
<td>Maximum Unit Load Exceeded</td>
<td>UNIT LOAD: Students should not exceed their unit maximum, so this isn’t something you’ll normally want to check off. Use only in the case where you know a student is about to drop another class that will bring them below the unit maximum. To override this, click UNIT LOAD box. Or if you, as the College Adviser or GSAO approve of the student enrolling in more than the College maximum unit load during the adjustment period. This is not be used during Phase 1 or Phase 2.</td>
</tr>
<tr>
<td>Not Enrolled, Class Waitlist Are Full</td>
<td>CLOSED CLASS: Be careful not to overenroll the class. Only check this if you know that the enrollment capacity will be exceeded (example, you are about to drop another student for non-attendance).</td>
</tr>
<tr>
<td>Time Scheduling Conflict</td>
<td>TIME CONFLICT: Student must be aware of time conflict and is responsible to make necessary arrangements to complete assignments, midterms and final exams. Professors are not obligated to approve arrangements.</td>
</tr>
<tr>
<td>Resectioned to a Different Class #</td>
<td>This means that the student was automatically moved to another lab or discussion. It does not have an override.</td>
</tr>
</tbody>
</table>

Other overrides and what they are used for:

- **GRADING BASIS**: Do NOT use. Students have access until end of 10th week to change (Fall/Spring). Engineering and Chemistry students have up until end of 5th week to change.
- **UNITS TAKEN**: You can change the # of units, but only for an approved variable class.
  
  Ex: for a dissertation seminar that can be taken for 1-8 units.
- **APPOINTMENT**: ONLY use if a student loses access to be able to enroll or after the end of the 10th week of instruction for College Advisers and GSAO’s.
- **CAREER**: Allows an undergrad to take grad classes.
- **CLOSED CLASS**: You can use this if you save spaces for certain students, but the rest of the class is full. Allow that one student into the class without opening the class to other students. Do NOT use to over enroll the classroom’s capacity.
- **CLASS LINKS**: Do NOT use.
- **REQUISITES**: Used if a student is approved to be enrolled and did not meet a requisite for the class.
### Service Indicator
Do NOT use.

### Time Conflict
Use to override a time conflict.

### Unit Load
Allows a student to go over or under the unit max/min.

Best practice, override the student’s max/min load under: Records and Enrollment > Student Term Information > Term Activate A student > Enrollment Limit > Override Unit Limits

Make sure not to ever bring a student down to ZERO, because it could endanger their financial aid.

### Dynamic Dates
Do NOT use.

### Designation
Do NOT use.

### Grade Input
Do NOT use.

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### Enrollment Request Details

**Action reason** for LFWV is to be used to approve a Late add/drop waiver for a student without charging a late fee.

For more information on Late Add/Drop Fee Waiver, click [here](#).

**Override Action Date** - For changing a student’s discussion enrollment after the end of 5th week

To be used in conjunction with Action = SWAP

Not to be used to backdate adds or drops, unless discussion change

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### Support:

For questions or assistance, please contact SIS Production Support:

- Email: sishelp@berkeley.edu
- Call 510-664-9000 (press option 6)

For additional SIS resources, please visit:

- [http://sis.berkeley.edu/training](http://sis.berkeley.edu/training)