

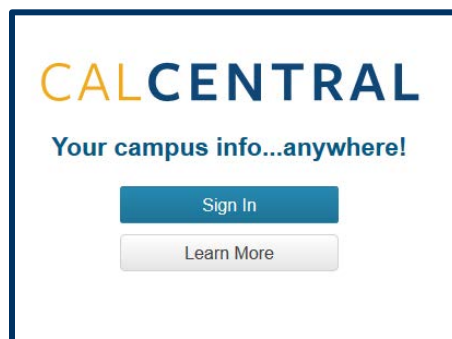
## For Instructors: How to Approve or Deny a Concurrent Enrollment Application

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

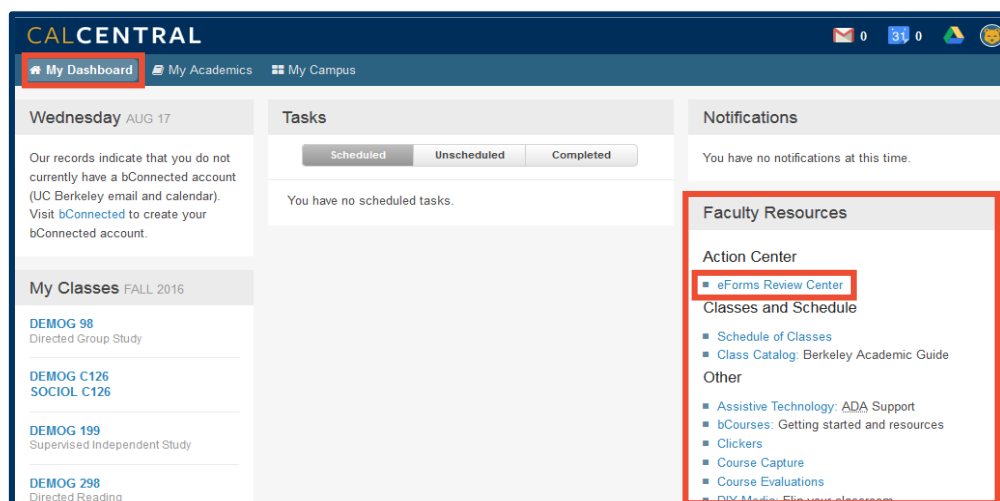
Please deny any applicants for whom there is no space available in the class as quickly as possible so that these students can apply for other classes. If the application is denied at any level, the applicant will be automatically notified and should discontinue attendance in the class.

1. Sign into CalCentral with your CalNet ID.

[calcentral.berkeley.edu](http://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.

**CALCENTRAL**

[Return](#)

Favorites ▾ Main Menu ▾ > Manage GT eForms™ 3.0 ▾ > **GT Action Center**

**Berkeley** Menu ▾ Search

Task Title: **eForms Action Center** User ID:

**Step Instructions:**  
This page will allow you to scan the summaries of all eForms that are awaiting your action. You can drill into more detail for each item, or the eForm itself. You will be able to act upon multiple requests at once.

**Filter List**

Form Type ▾  
Empl ID  Display Name  
Submitter Name   
Class Nbr  🔍

Filters can be used to narrow down the number of forms needing action. Enter criteria and click the **Apply Filter** button. (optional)

**Apply Filter**  
**Clear Filter**

**Forms**

3 of 3 Filtered 3 of 3 Displayed 0 of 3 Selected

Any comments entered here will be applied to all forms you act upon.

**Your Comment**

Select the action you would like to perform

**Refresh** [Select All](#) [Clear Selections](#) Form Action ▾ [Set Action on Selected eForms](#) **Submit All**

**Forms Needing Action** Find First 1-3 of 3 Last

**1454 Concurrent Enrollment Form**

Course Title: Name: Re  ne  
Sex, Death, and Data SID: 30  38  
Instructor: Submission Date: 2016-08-16  
Jennifer Johnson-Hanks  
Course Subject: SOCIOL  
Number/Section: C126 001  
LEC  
Enrollment Capacity: 24  
Enrollment: 10  
Waitlist 0

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

[Evaluate Form](#)  
**More Info**

**Form Action**  
 **Submit** ☒ Selected

**1332 Concurrent Enrollment Form**

At the top of the list of forms, you can Approve or Deny requests all at once.

1. Click **Select All**
2. Select a **Form Action**
3. Click **Submit All**

To view free format text from the applicant, often explaining their reason for applying for this class, click **More Info**.

## Support:

For questions or assistance, please contact SIS Production Support:

- Email: [sishelp@berkeley.edu](mailto:sishelp@berkeley.edu)
- Call **510-664-9000** (press **option 6**)
- Submit a ticket: [https://shared-services-help.berkeley.edu/new\\_ticket/it](https://shared-services-help.berkeley.edu/new_ticket/it)