How to Change a Student’s Variable Unit

1. From the Main Menu, navigate to: Records and Enrollment > Enroll Students > Enrollment Request.

2. On the following search page, only use the Add a New Value tab. Enter a Student ID or use the look up table ( ) to search for a student by name. Also enter the student’s Academic Career, the Academic Institution, and the Term.

3. Choose Normal Maintenance from the Action drop list.
4. Enter the **Class Nbr** of the Enrollment (primary) section or search for the class using the look up (🔍).

5. Use the **Units Taken** field to change the number of units for the student. Do **not** check the override checkbox for **Units Taken**.

6. Select the **Submit** button.

7. The **Status** will change to “Success” after selecting the **Submit** button.

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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)