How to Enroll (Add) a Student in a Class

The Enrollment Request page is used to enroll (add), drop or update a student’s enrollment status. Depending on your security access, you may be able to apply additional transactions and overrides.

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.

3. Choose Enroll from the Action drop list.
4. Enter the **Class Nbr** or search for it using the lookup ( ). Tab out of the **Class Nbr** field or click anywhere on the page to populate the class information.

If there is an additional required, enter that class number in the **Related Class 1** field or use the look up ( ) to choose the related section.

5. If you don’t want the student to be charged a late fee for the late add
   Click on **Action Reason** and choose **LFWV** (Late Fee Waiver) from the dropdown menu. (If it is not late skip this step.)
6. Click the **Submit** button in the upper right corner.

To return to the Search page to process another student, click **Enrollment Request** on the top menu bar.

**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)