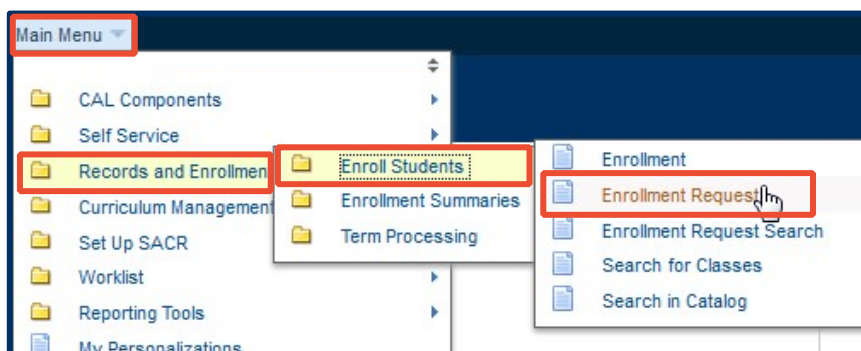


How to Enroll a Student from a Wait List

This job aid describes 3 options for enrolling a student from a Wait List in to a class. Change the Wait List position to #1 and Run the Wait List, Roster Management and Drop, then enroll/add the student. Be sure to **check the Grading Option** the student has chosen as the system default is Graded.

- Option 1:** Using the enrollment request page [Change the Wait List position number](#) to 1 and [run the Wait List](#) manually (or wait for the waitlist process to run during its scheduled time.)



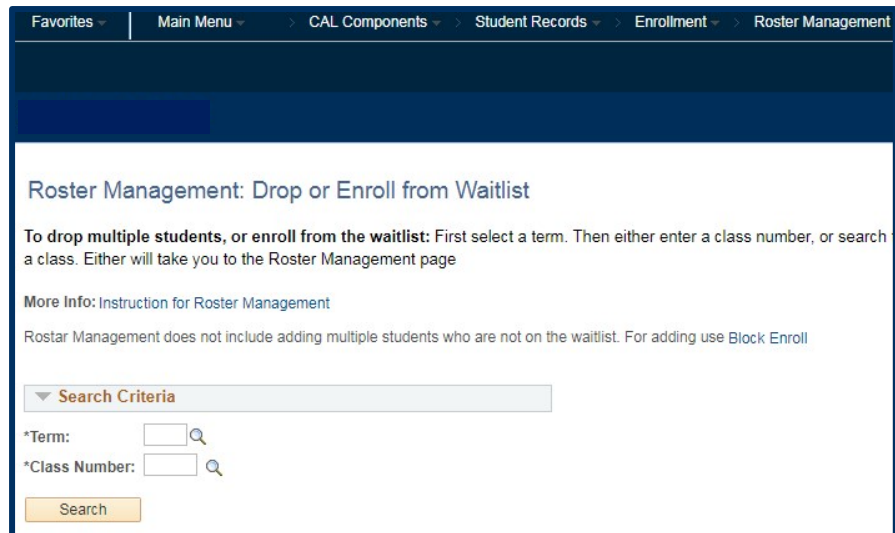
If there are seat reservations that the student does not meet, staff will need to add the student via [Student Specific Permission](#) with appropriate overrides to allow the student to enroll from the waitlist.

NOTE: Automatic waitlist stops running after end of Friday, 3rd week of instruction for Fall/Spring. Summer automatic waitlist stops after individual summer session enroll/add deadline.

This option allows for the enrolling/adding specific students from the waitlist while preserving swap actions initiated by the student.

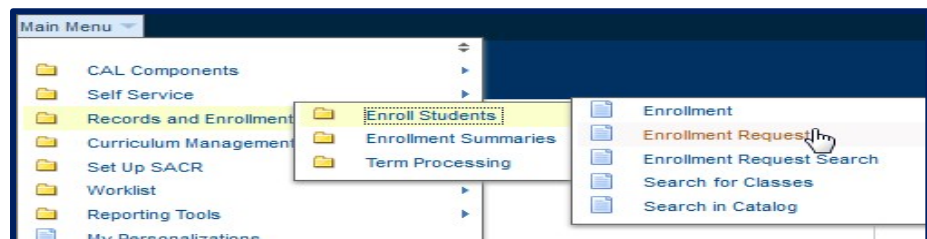
2. Option 2: [User Roster Management](#).

This option is new functionality and can be helpful in cases where you have several students.



3. Option 3: [Drop](#) the student and then [enroll](#) them using the enrollment request page.

This option will inactivate any swap actions the student may have initiated, keeping them in an unwanted class.



4. **BEFORE** choosing your preferred Option: Check to see what **Grading Option** the student has chosen in **CalCentral** or the **Enrollment Summary** page
(Main Menu: **Records and Enrollment>Enrollment Summaries>Enrollment Summary**) in Campus Solutions.

System defaults to **Graded** and will need to be changed if the student selected any other option.

My Academics » Fall 2018

Class Information

Class Title
Roots of Western Civilization

My Role
Student

My Enrollment

Section	Class Number
LEC 001	20938
DIS 101	20939

Class Info

Course Offering

Units	5.0
Grading	PNP

5. If the **Grading Basis** column shows anything other than **“Graded”** please follow steps **6-12**.

If not, simply follow the instructions in the corresponding job aid for your selected option.

Navigation: Favorites | Main Menu | Records and Enrollment | Enrollment Summaries | Enrollment Summary

Enrollment Summary | Term Statistics

Term: 2018 Fall Career: Undergrad UC Berkeley Print Study List Report Manager

Class Nbr	Subject	Catalog	Session	Section	Status	Status/Reason	Acad Prog	Grading Basis	Units Taken
20938	CLASSIC	R44	Regular	001	Waiting	Full	UCOE	P/NP	5.00
20939	CLASSIC	R44	Regular	101	Waiting	Rltd Cmpnt	UCOE	Non-Graded	
27248	COMPSCI	162	Regular	001	Enrolled	Enrolled	UCOE	Graded	4.00

ONLY if you need to change Grading Basis:

6. Navigate to **Main Menu: Records and Enrollment>Enroll Students>Enrollment Request**
7. Enter the student's **ID, Academic Career, and Term** and click **ADD**.
8. Select **Normal Maintenance** in the ***Action** field to change it.
9. Enter the **Class Nbr** and **Related Class** if applicable.
10. Click the **Override** box.

Enrollment Request ID 000000000 Status Pending Submit

User ID 1055279 Operator Enrollment Access

Enrollment Request Details Find | View All First 1 of 1 Last

*Action Normal Maintenance Action Reason Action Date

Override Action Date Wait List Okay

Class Nbr Related Class 1 Related Class 2

Instructor ID Repeat Code Transcript Note

Override Grading Basis Grade Input

Units Taken 0.00 Course Count

Requirement Designation Take Requirement Designation RD Grade

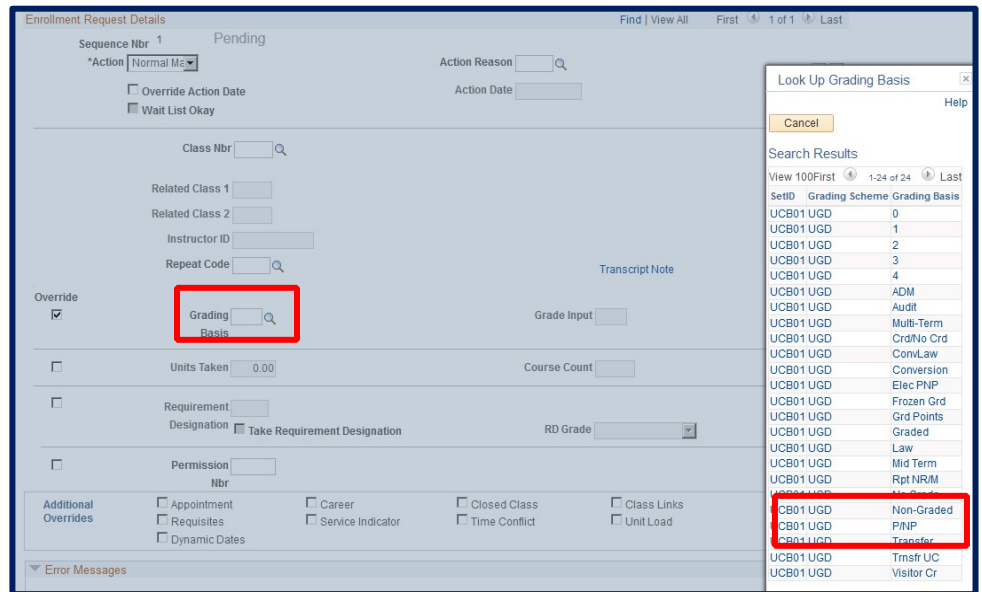
Permission Nbr

Additional Overrides Appointment Career Closed Class Class Links

Requisites Service Indicator Time Conflict Unit Load

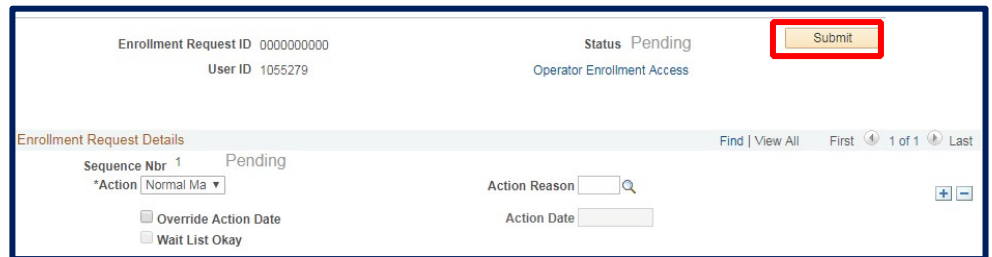
Dynamic Dates

11. Select the **Grading Basis** magnifying glass and click on the one you want from the **Search Results**.



12. Click **Submit**.

13. If you receive error messages use the **Overrides** job aid.



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>