Late Add/Drop Fee Waiver

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

2. Enter the student’s ID, Academic Career, Academic Institution and Term.

3. Click Add
4. On the Action drop list, select “Enroll” or “Drop.”

5. Enter the Class Nbr (Enrollment section) and Related Class (Non-Enroll section) numbers. You do not need the Related Class when processing a Drop.

6. Click the spyglass for the Action Reason field.

7. Click on “LFWV” or “Late Fee Waiver” on the Look Up table to select.
8. Click Submit.

![Enrollment Request](image)

**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)

For additional SIS resources, please visit:

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