

Enrollment Time Conflict?

How to Request an Override

revised 7/18/16

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Time Conflicts - Overview & Requesting an Override

- Historically, students have been able to enroll in conflicting classes, i.e. agreeing to the override on Tele-BEARS.
- The new Student Information System (SIS) checks for and then restricts students from enrolling in classes that have overlapping schedules.
- For the Fall 2016 semester, and to support students' requests, students can to submit a request to override a time conflict.
- Time conflict overrides must be requested using a SIS form and will be done manually by a SIS team member, on a class-by-class basis.
- In the long-term, students should not be double booked in classes that are at the same time, and the project is gathering information via the Request Form on when and why students choose to override a conflict.

Time Conflicts - Processing Requests

- All override requests are being processed by team members from the SIS project
- The project team anticipates being able to process students' requests within 1-business day.

NOTE:

- There are many reasons a student can have a conflict and this process will only work for Time Conflicts, and the SIS team will not override Unit limits, Reserve Capacity restrictions, etc.

Time Conflicts - Why?

- **Hedging**
 - Class A but it is full, enroll in B (in the same time slot), then drop B when off the waitlist for A
 - **NEW SIS Option: Waitlist and Swap**
- **Labs & Studios**
 - Large blocks of time on the calendar, which students may or may not have to be in full time
- **Class Availability**
 - Especially for small majors, some classes are offered infrequently, and may overlap with another class
- **Webcast Classes**
 - The class is webcast and students plan on watching off-hours.
- **Other**
 - We're collecting reasons from students (override form)

Class Enrollment

1. Plan
2. Explore
3. Schedule
4. Decide
5. Adjust

PI & PII Appointment Dates

Enrolled Classes
Waitlisted Classes

Multi-year Planner

coming Fall 2016

Schedule of Classes

Search / Advanced Search
Select (add to Shopping Cart)

Schedule Planner

Search Class Offerings
View class info and restriction (reserve capacity)
Create Schedules
Export (to Shopping Cart)

Shopping Cart

Enroll or Wait List (3-steps)*

Add / Drop / Swap

*Time Conflict errors occur during enrollment. Students will be instructed to complete a form and supply information about the conflicting classes

Open
 Closed
 Wait List

Add to Cart:

Enter Class Nbr

Find Classes

 Class Search

2016 Fall Shopping Cart

Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	AEROSPC 1A-001 (13911)	TBA	TBA	Staff	1.00	●
<input type="checkbox"/>	AMERSTD H110-001 (12736)	We 3:00PM - 5:59PM	Requested General Assignment	M. Cohen	3.00	●
<input type="checkbox"/>	AMERSTD H195-001 (12504)	We 2:00PM - 3:59PM	Requested General Assignment	J. Gomer	4.00	●
<input type="checkbox"/>	PHYSICS 8A-101A (21414)	MoWeFr 3:00PM - 3:59PM	Pimentel 1	Staff	4.00	●
	PHYSICS 8A-101B (21416)	Mo 8:00AM - 9:59AM	LeConte 111	Staff		●
	PHYSICS 8A-101C (21417)	We 8:00AM - 9:59AM	LeConte 211	Staff		●

for selected:

Shopping Cart

Time Conflict Errors occur when a student attempts to **enroll** in a class or section that overlaps (date and timewise) with a class that they have already enrolled in.

My 2016 Fall Class Schedule

Enrolled
 Dropped
 Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
ARABIC 1A-002 (12872)	Elementary Arabic (Recitation)	MoTuWeThFr 9:00AM - 9:59AM	Barrows 252	E. Elmahdy	5.00	✓
ASAMST 172-001 (13264)	Asian Amer Lit (Lecture)	MoWeFr 12:00PM - 12:59PM	Requested General Assignment	F. Ng	4.00	✓
ASAMST 172-101 (32439)	Asian Amer Lit (Discussion)	Th 7:00PM - 7:59PM	Requested General Assignment	Staff		✓
CIVENG 193-001 (26667)	Eng Risk Analysis (Lecture)	TuTh 2:00PM - 3:29PM	Davis 502	Staff	3.00	✓
MEDIJST 165-001 (20412)	Internet & Culture (Seminar)	We 2:00PM - 5:59PM	Requested General Assignment	J. Jackson	4.00	✓

Shopping Cart



3. View results

View the following status report for enrollment confirmations and errors:

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Success: enrolled



Error: unable to add class

Class	Message	Status
AMERSTD H195	Error: You cannot add this class due to a time conflict with class 20412. Select another class.	

[ADD ANOTHER CLASS](#)

Shopping Cart

Error message

NOTE: *This message has been replaced with text that directs the student to the CalCentral, My Dashboard page. The student will receive a notification offering them an opportunity to submit a time conflict override request.*

SIS.Berkeley.edu/time-conflict

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Enrollment Time Conflict Process

Beginning with fall semester 2016, you will no longer be able to automatically enroll in classes that have a time overlap. As of July 18, 2016 if attempt to enroll in two classes that have a time schedule overlap, a notification will appear in your CalCentral, My Dashboard page. The message will offer you an opportunity to request a time conflict override if no other restrictions prevent you from enrolling in both classes.

Scheduling classes with time conflicts is not encouraged. The campus enrollment system will provide a warning about possible conflicts but as a student, it is your responsibility to accept and work out any issues that might arise from these conflicts (e.g. scheduling of exams, attendance, assessment and course expectations). Instructors are in no way obligated to accommodate issues that arise from your decision to enroll in classes with time conflicts. Note that some colleges will not approve student enrollment in conflicting courses.

The Academic Senate's Guidelines concerning Scheduling Conflicts with Academic Requirements can be found at:
<http://academic-senate.berkeley.edu/sites/default/files/committees/cep/g...>

Time Conflict Web Page

Provides information about the current process and the student's responsibility.

Enrollment Time Conflicts

Request an Override

Scheduling classes with time conflicts is not encouraged. As a reminder, it is your responsibility to accept or manage any issues that might arise from these conflicting classes (e.g. scheduling of exams, attendance, assessments and course expectations). Instructors are in no way obligated to accommodate issues that arise from your decision to enroll in classes with time conflicts.

Please note, other restrictions may prevent you from enrolling in your desired classes. Examples include:

1. Over your Phase I or Phase II units limits
2. Closed class
3. You do not meet the requirements for the class
4. Permission Only class
5. Swapping Lab/Discussion with conflicting Lecture not related to the Lab/Discussion

If you *choose to continue*, complete the following fields to enroll in classes with time conflicts.

Enter the **five digit class number** of the conflicting class in the field as indicated.

"Screenshot of shopping cart view of class number here"

If there are Related Class (e.g. Lab, Discussion, Studio) for your class, please enter the **five digit class number** in the appropriate fields below.

"Screenshot of shopping cart view of related class number here"

Please note the following when submitting your request:

*The conflicting class must remain in your shopping cart.

*Confirm you have entered class number(s) correctly, otherwise your enrollment processing will fail.

*Do **NOT** enter the class number in which you are already enrolled.

Complete the fields below and select the "**Next**" button.

Class Number

Related Class 1

Related Class 2

[Remind me later](#)

[Cancel](#)

[Next](#)

Notification:

Students will be asked to:

- Enter the five digit class number of the conflicting class in the Class Number field.
- If there are associated components (e.g. Lab, Discussion, Studio) enter the five digit Related Class number in the appropriate fields

Waitlist and Swap

Swap a Class



1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

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Swap This Class

Select from your schedule

ENGLISH 134: Contemp Lit

With This Class

Search for Class

Class Search search

OR

Enter Class Nbr

enter

Swap a Class

Student is enrolled in a “backup” class but wants to be in another “desirable” class that they are waitlisted for.

1. Select the “backup” class from the student’s current schedule
2. Search for the “desirable” class

Swap a Class

1 2 3

1. Select a class to swap - Enrollment Preference

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AFRICAM 139 - Sel Top:Africam Soc

Class Preferences

AFRICAM 139-002 Lecture



Wait List

Wait List



Wait list if class is full

Permission Nbr

Session Regular Academic Session

Grading

Graded

Career Undergraduate

Units

1.00

CANCEL

PREVIOUS

NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
002	Lecture	MoWeFr 2:00PM - 2:59PM	Requested General Assignment	Hans Kleemann	08/24/2016 - 12/09/2016

Swap Enrollment Preferences

The “desired” class is full and accepting students on the waitlist

- Check the “Waitlist if class is full” option
- Update the Grading option if applicable
- Click on “Next”

Swap a Class



3. View results

View the results of your swap request. Select Fix Errors to try and correct the problems listed or change your swap choices.

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Success: Classes were swapped



Error: Unable to swap class

Class	Message	Status
Swap ENGLISH 134 with AFRICAM 139	Error: Class 12394 is full. If a wait list is available, select Add Another Class to return to step 1. Select the class link, select the wait list option and resubmit your request.	

Swap Results

Error if the class is waitlisted and the Waitlist if full option is NOT checked.

Swap a Class

1 2 3

2. Confirm your selection

Select Finish Swapping to process your swap request. To exit without swapping these classes, select Cancel.

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You are replacing this class

✓ Enrolled ✕ Dropped ⚠ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
ENGLISH 134-001 (14776)	Contemp Lit (Lecture)	MoWe 2:00PM - 2:59PM	Requested General Assignment	H. Kleemann	4.00	✓
ENGLISH 134-102 (32374)	Contemp Lit (Discussion)	Fr 2:00PM - 2:59PM	Requested General Assignment	Staff		✓

With this class

● Open □ Closed ⚠ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
AFRICAM 139-002 (12394)	Sel Top:Africam Soc (Lecture)	MoWeFr 2:00PM - 2:59PM	Requested General Assignment	H. Kleemann	1.00	⚠

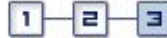
CANCEL FINISH SWAPPING

Swap Enrollment Confirmation

Confirm (step 2 of 3) to take an enrolled class and waitlist for another

- “Finish Swapping”
- Two classes are occurring at the same time

Swap a Class




3. View results

View the results of your swap request. Select Fix Errors to try and correct the problems listed or change your swap choices.

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 Success: Classes were swapped  Error: Unable to swap class

Class	Message	Status
Swap ENGLISH 134 with AFRICAM 139	Message: Class 12394 is full. You have been placed on the wait list in position number 2.	


Swap Results

Confirmation (step 3 of 3).

- Student has been placed on the waitlist for the “desired” class

AFRICAM 139 - Sel Top:Africam Soc

Status	Waitlist Position	Units	Grading	Grade	Deadlines
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Waiting	2	1.00	Standard Grading Basis		
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Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
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12394	002	Lecture	MoWeFr 2:00PM - 2:59PM	Requested General Assignment	Hans Kleemann	08/24/2016 - 12/09/2016
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ENGLISH 134 - Contemp Lit

Status	Units	Grading	Grade	Deadlines
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Enrolled	4.00	Elective Pass/No Pass		
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Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
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14776	001	Lecture	MoWe 2:00PM - 2:59PM	Requested General Assignment	Hans Kleemann	08/24/2016 - 12/09/2016
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32374	102	Discussion	Fr 2:00PM - 2:59PM	Requested General Assignment	Staff	08/24/2016 - 12/09/2016
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Shopping Cart

Class Enrollments

- ENGLISH = still enrolled
- AFRICAM = waiting