Class Roster Management

This job aid instructs staff on the process for dropping multiple students who are enrolled or waitlisted in a class and/or enrolling multiple students from a waitlist.

If you want to do one of the following:

- Enroll multiple students who are not on the waitlist
- Change secondary sections for multiple students
- Drop multiple students with overrides

Please use the Block Enroll job aid instead.

1. Navigate to: Main Menu > Cal Components > Student Records > Enrollment > Roster Management.

2. Enter the Term code and Class Number and select Search. Use the magnifying glass to search for a class if you don’t know the class number. Make sure your *Class Type is an “Enrollment Section”. It will not work using a non-Enrollment Section.
3. From the **Action** drop down menu select “**Drop**” or “**Enroll from waitlist**”. If you are dropping students, follow steps 4-8. If you are enrolling students from the waitlist, follow steps 9-15.

4. If you are **dropping students**, select “**Drop**”. The class **Roster** will appear. Notice the “**Submit to Drop**” button is greyed out. **Once you select the students you wish to drop by checking the box by their name, it will become active.**

**Column Description:**
- **Pos** = Waitlist position number
- **Terms** = # of terms attended
- **RelClass1** = related class #
- **E/W** = Shows enrollment status

5. You can select to view **Enrolled, Waitlisted, or both** types of students.

You can also **sort a column** by selecting on the column head.
To Personalize column visibility and sorting:

Use the **Personalize** button at the top right of the table to sort up to 3 column heads to create a custom 3 tiered sort order.

When a column head is clicked, that sort preference is saved as a personalized setting by Campus Solutions.

**Undo** the preference by clicking the personalization button, or clicking another column head.

A saved preference for showing or hiding columns can be set by clicking the personalization button at the top of the table.

6. Place a check in the box next to each student you wish to drop and select the “**Submit to Drop**” button.
7. The page will then display the Status of your actions under Summary on the right side of the page.

8. Make sure to select the View Updated Roster button. This serves as a “refresh” button and displays the new class roster including your recent changes.

Notice E/W column status has changed to D for Dropped.

**Key to E/W column:**
E = Enrolled
W = Waitlisted
D = Dropped
LD = Late Drop

You can see this by hovering over the letter (E,W,D,LD).

9. If you are enrolling students from Waitlist, select "Enroll from Waitlist". The class Roster will appear. Notice the “Submit to Enroll” button is greyed out. Once you select the students you wish to enroll by checking the box by their name, it will become active.

Note: RelClass (related class) columns only appear if there is a related section.
Note: If there are no students on the Waitlist you will see this message “No waitlisted student found to be enrolled”.

10. If you receive error messages in the Status column, click on the message to see the details.
11. Depending on the error reason, you may be able to use the **override** boxes to successfully enroll the students.

See Enrollment Overrides for more detailed information regarding override usage.

12. Check the appropriate **Override** box(es) if the error(s) received are applicable.

13. Select **Submit to Enroll**

14. If successful the **status** will change to **Enrolled**.

If errors persist you may have to manually override enrollment using the Enrollment Overrides job aid.

15. Select **View Updated Roster** to view updated roster/your changes.
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