

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.

- 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.

Navigation: Favorites > Main Menu > CAL Components > Student Records > Enrollment > Roster Management

Berkeley |

Roster Management: Enrollment Manager View Action: Select Action

Term, Course, Description, Section and Class Number: Summer 2018 | PBHLTH N112 | GLOBAL HEALTH N | 001-LEC Six Wk 1 (15253)

For any current class on campus, this page offers you two choices:

- **Drop:** Drop students who are enrolled or on the waitlist.
- **Enroll from Waitlist:** Move students from the waitlist to be enrolled.

To do either of these, use the Action drop down.

Add: If you want to add students who are not on the waitlist, [Block Enroll](#) use

[More Info: Instruction for Roster Management](#)

- 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.*

Roster Management: Drop from Enrolled/Waitlist Action: Drop

Term, Course, Description, Section and Class Number: Fall 2018 | COGSCI C127 | COGNITIVE NEUROSCI | 001-LEC Regular (20988)

Class Name: Cognitive Neuroscience

Days and Times	Room	Instructor(s)	Dates
MW 02:00 PM - 02:59 PM	Lewis 100	Gallant,Jack L	09/22/2018 - 12/07/2018

To drop students: Click the appropriate radio button to filter roster by enrolled students, waitlisted students, or both. Select the students to be dropped. Click "Submit to Drop" to process the drop(s). To update/refresh the roster grid, click "View Updated Roster".

More Info: [Instruction for Roster Management](#)

Submit to Drop [View Updated Roster](#)

Show in table: Enrolled only Waitlisted only Both

[Select All Students](#) [Deselect All Students](#)

Set	ID	Name	Pos	Units	Career	Program	Plan	Plan Description	Terms	RelClass1	Status	E/W
1	26532062	Megan Scammell	1	3.00	UGRD	UCLB	25179U	Cognitive Science BA	6	32061		W
2	26406809	Abrigaill Meil	2	3.00	UGRD	UCLB	25179U 25201U	Cognitive Science BA Computer Science BA	7	32062		W
3	20302089	Lily Zhou	3	3.00	UGRD	UCLB	25179U	Cognitive Science BA	7	32062		W
4	3022341495	Angel Ibarra	4	3.00	UGRD	UCLB	25867U	Sociology BA	8	20996		W
5	26683857	Leo Sun	5	3.00	UGRD	UCLB	25179U	Cognitive Science BA	7	32063		W
6	25983181	Sarah Chen	6	3.00	UGRD	UCLB	25179U 25248U	Cognitive Science BA Economics BA	7	32061		W
7	29629894	Glavin Poe	7	3.00	UGRD	UCLB	25179U	Cognitive Science BA	7	20996		W
8	20040795	Jacqueline Xu	8	3.00	UGRD	UCLB	25179U	Cognitive Science BA	7	20997		W

Column Description:

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

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

Show in table: Enrolled only Waitlisted only Both

You can also **sort a column** by selecting on the column head.

ID	Name	E/W	Units	Career	Program	Plan	Plan Description	Terms
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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.



Grid Customization Help

Waitlisted and Enrolled Students

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button. Frozen columns display under every tab.

Column Order

- Sel
- ID
- Name
- Units
- Career
- Program
- Plan
- Plan Description
- Terms
- RelClass1
- Status
- E/W

Hidden

Frozen

Sort Order

Descending

OK
Cancel
Preview
Copy Settings
Share Settings
Delete Settings

6. Place a check in the box next to each student you wish to drop and select the **“Submit to Drop”** button.

Roster Management: Drop from Enrolled/Waitlist Action:

Term, Course, Description, Section and Class Number: Spring 2018 | AMERSTD 10 | INTRO AMERICAN STDY | 001-LEC Regular (22005)

Class Details and Drop Instructions

Class Name: Introduction to American Studies

Days and Times	Room	Instructor(s)	Dates
TuTh 09:30 AM - 10:59 AM	Stanley 106	Palmer,Christine	01/16/2018 - 05/04/2018

To drop students: Click the appropriate radio button to filter roster by enrolled students, waitlisted students, or both. Select the students to be dropped. Click "Submit to Drop" to process the drop(s). To update/refresh the roster grid, click "View Updated Roster".

More Info: Instruction for Roster Management

Submit to Drop
View Updated Roster

Show by (tab): Enrolled only Waitlisted only Both

Select All Students
Deselect All Students

Set	ID	Name	E/W	Units	Career	Program	Plan	Plan Description	Terms	Status
1	3032370056	Zachery Valdez	E	4.00	UGRD	UCLS	25429U	History BA		7
2	25807205	Aidan Freeman Gutala	E	4.00	UGRD	UCLS	25699U	Political Science BA		6
3	3031825551	Gabrielle Clement	E	4.00	UGRD	UCLS	25063U	Anthropology BA		4
4	3032333253	Joaquin Nelson	E	4.00	UGRD	UCLS	25072U	Applied Mathematics BA		8
5	26206622	Ivan Miranda-Ortega	E	4.00	UGRD	UCNR	04931U	Forestry & Natural Res BG		6
6	26141698	Nicholas Kins	E	4.00	UGRD	UCLS	25201U	Computer Science BA		6
7	3032628159	Kathryn Thomas	E	4.00	UGRD	UCLS	25345U	English BA		2
8	23744689	Amelia Adams	E	4.00	UGRD	UCLS	25345U	English BA		6
9	26076529	Perla Sanchez	E	4.00	UGRD	UCLS	25345U	English BA		6
10	3032629719	Adriana Weiss	E	4.00	UGRD	UCLS	25345U	English BA		2
11	26382185	Dennys Galindo	E	4.00	UGRD	UCLS	25345U	English BA		6
12	26506158	Alfonso Franco	E	4.00	UGRD	UCLS	25345U	English BA		6

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.

Roster Management: Drop from Enrolled/Waitlist

Term, Course, Description, Section and Class Number: Spring 2018 | HISTORY 178 | HOLOCAUST | 001-LEC Regular (25006)

Class Details and Drop Instructions

Class Name: History of the Holocaust

Days and Times: TuTh 02:00 PM - 03:29 PM | Room: McCone 141 | Instructor(s): Ebron,John M. | Dates: 01/19/2018 - 05/04/2018

To drop students: Click the appropriate radio button to filter roster by enrolled students, waitlisted students, or both. Select the students to be dropped. Click "Submit to Drop" to process the drop(s). To update/refresh the roster grid, click "View Updated Roster".

More Info: Instruction for Roster Management

Submit to Drop | **View Updated Roster**

Show in table: Enrolled only Waitlisted only Both

Select All Students | Deselect All Students

Waitlisted and Enrolled Students

Set	ID	Name	E/W	Units	Career	Program	Plan	Plan Description	Terms	Status
1		Jack Foley	D	4.00	UGRD	UCLS	25699U	Political Science BA	8	Student Dropped
2		Brian Kooperberg	D	4.00	UGRD	UCLS	25201U	Computer Science BA	6	Student Dropped
3		Enikhsaikhan Batsbayar	D	4.00	UGRD	UCLS	25429U	History BA	6	Student Dropped
4		Paul Chyba	W	4.00	UGRD	UCLS	25246U	Economics BA	8	
5		Darcie Massey	W	4.00	UGRD	UCNR	04606U	Nutritional Science BS	2	
6		Nicole Farahan	W	4.00	UGRD	UCLS	25345U	English BA	4	
7		Jialu Xiong	W	4.00	UGRD	UCLS	25345U	English BA	8	
8		Joanne Chen	W	4.00	UGRD	UCLS	25789U	Public Health BA	6	
9		Jaipaul Mann	W	4.00	UGRD	UCLS	25789U	Public Health BA	6	
10		Lily Goldwasser	W	4.00	UGRD	UCLS	25975U	Integrative Biology BA	8	

Roster Management: Enroll from Waitlist

Term, Course, Description, Section and Class Number: Fall 2018 | COGSCI C127 | COGNITIVE NEUROSCI | 001-LEC Regular (20988)

Class Details and Enroll Instructions

Class Name: Cognitive Neuroscience

Days and Times: MW 02:00 PM - 02:59 PM | Room: Lewis 100 | Instructor(s): Gallant,Jack L. | Dates: 09/22/2018 - 12/07/2018

To enroll students: Select students to be enrolled from the wait list into the class. Select overrides as needed (and where policy allows). Click "Submit to Enroll" to enroll the selected student(s) into the class. To update/refresh the roster grid, click "View Updated Roster".

More Info: Instruction for Roster Management

Submit to Enroll | View Updated Roster

Override Career Override Time Conflict Override Permission
 Override Closed Class** Override Requisites

** If you apply the Closed Class override, enrollment limits and class capacity will not be checked.

Select All Students | Deselect All Students

Waitlisted Students

Set	ID	Name	E/W	Pos	Units	Career	Program	Plan	Plan Description	Terms	RelClass
1	26532062	Megan Scannell	W	1	3.00	UGRD	UCLS	25179U	Cognitive Science BA	6	32081
2	26406899	Abigail Meil	W	2	3.00	UGRD	UCLS	25201U	Computer Science BA	7	32082
3	26303089	Lilly Zhou	W	3	3.00	UGRD	UCLS	25179U	Cognitive Science BA	7	32082
4	3032341495	Angel Ibarra	W	4	3.00	UGRD	UCLS	25867U	Sociology BA	8	20986
5	26683557	Leo Sun	W	5	3.00	UGRD	UCLS	25179U	Cognitive Science BA	7	32083
6	25983181	Sarah Chen	W	6	3.00	UGRD	UCLS	25179U 25246U	Cognitive Science BA Economics BA	7	32081
7	26639894	Gavin Poe	W	7	3.00	UGRD	UCLS	25179U	Cognitive Science BA	7	20986
8	26040795	Jacqueline Xu	W	8	3.00	UGRD	UCLS	25179U	Cognitive Science BA	7	20987

Note: If there are no students on the Waitlist you will see this message “No waitlisted student found to be enrolled”

** If you apply the Closed Class override, enrollment limits and class capacity will not be checked

Select All Students Deselect All Students

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.

Favorites Main Menu CAL Components Student Records Enrollment Roster Management

Berkeley

Roster Management: Enroll from Waitlist Action: Enroll from Waitlist

Term, Course, Description, Section and Class Number: Spring 2018 | HISTORY 178 | HOLOCAUST | 001-LEC Regular (25006)

Class Details and Enroll Instructions

Class Name: History of the Holocaust

Days and Times	Room	Instructor(s)	Dates
TuTh 02:00 PM - 03:29 PM	McCone 141	Efron, John M.	01/16/2018 - 05/04/2018

To enroll students: Select students to be enrolled from the wait list into the class. Select overrides as needed (and where policy allows). Click "Submit to Enroll" to enroll the selected student(s) into the class. To update/refresh the roster grid, click "View Updated Roster".

More Info: Instruction for Roster Management

Submit to Enroll View Updated Roster

Override Career Override Time Conflict Override Permission
 Override Closed Class** Override Requisites

** If you apply the Closed Class override, enrollment limits and class capacity will not be checked

Select All Students Deselect All Students

Summary 0 student(s) were enrolled
 3 student(s) could not be enrolled

Waitlisted Students Personalize | Find | First 1-11 of 11 Last

Sel	ID	Name	EW	Units	Career	Program	Plan	Plan Description	Terms	Status
<input checked="" type="checkbox"/>	25397397	Paul Chyba	W	4.00	UGRD	UCLS	25246U	Economics BA	8	Enroll not processed ...
<input checked="" type="checkbox"/>	3031788943	Nicole Farahan	W	4.00	UGRD	UCLS	25345U	English BA	4	Enroll not processed ...
<input checked="" type="checkbox"/>	25248219	Jialu Xiong	W	4.00	UGRD	UCLS	25345U	English BA	8	Enroll not processed ...
<input type="checkbox"/>	3032738995	Darce Massey	W	4.00	UGRD	UCNR	04806U	Nutritional Science BS	2	
<input type="checkbox"/>	25071443	Lily Goldwasser	W	4.00	UGRD	UCLS	25975U	Integrative Biology BA	8	
<input type="checkbox"/>	25988899	Joanne Chen	W	4.00	UGRD	UCLS	25789U	Public Health BA	6	
<input type="checkbox"/>	26594731	Jaipaul Mann	W	4.00	UGRD	UCLS	25789U	Public Health BA	6	

Personalize | Find | First 1 of 1 Last

Terms	Status
6	Enroll not processed ...

Status Message Detail
 Already waitlisted for this related component.

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.

Submit to Enroll View Updated Roster

Override Career Override Time Conflict Override Permission
 Override Closed Class** Override Requisites

** If you apply the Closed Class override, enrollment limits and class capacity will not be checked

Select All Students Deselect All Students

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

Submit to Enroll View Updated Roster

Override Career Override Time Conflict Override Permission
 Override Closed Class** Override Requisites

** If you apply the Closed Class override, enrollment limits and class capacity will not be checked

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.

Terms	Status
6	Student Enrolled

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

View Updated Roster

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>