

Special Enrollment Petition (SEP): Parental Leave of Absence

Student navigation: [CalCentral](#) > **Student Resources** > **Special Enrollment Petition link**

Advisors: Click a link in an email or [CalCentral](#) > **Student Lookup** > **Student Overview** > **Advising Resources** > **eForms WorkCenter**

The Special Enrollment Petition form is used by students to request a special enrollment status. The three types are:

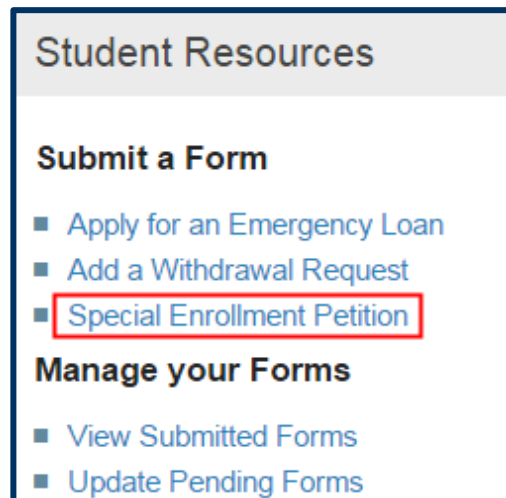
- **Filing Fee Status:** Intended for students who have completed all degree requirements and are in the very last phase of thesis or dissertation completion and filing process.
- **In-Absentia Enrollment:** Intended for students who are involved in research or coursework away from campus and outside of California. Reduced tuition and fees are charged during in-absentia enrollment.
- **Parental Leave status:** Intended for students who wish to take a leave of absence due to childbirth and/ or substantial parenting responsibilities such as, care of a newborn or newly adopted young child, the serious illness of a child, and other exceptional circumstances relating to a child. The child may be the student's child or that of a spouse or domestic partner.

Depending on the request and whether any exceptions are needed, advisors will then review the request and approve, deny or escalate the form.

In this example, we will go over how a student submits a request for In-Absentia Enrollment and how an advisor should approve this request.

Student Request

Log in to [CalCentral](#). In the **Student Resources** section, click the **Special Enrollment Petition** link.



The **Special Enrollment Petition** appears.

Click the drop-down list to select the desired petition.

Click the **Next** button.

SPECIAL ENROLLMENT PETITIONS

Please complete the required information. Review the eligibility requirements for each special enrollment option and select the petition you want to file from the options in the menu. Once you make your selection the form will guide you through the necessary steps.

A) **Filing Fee Status:** Intended for students who have completed all degree requirements and are in the very last phase of thesis or dissertation completion and filing process.

B) **In-Absentia Enrollment:** Intended for students who are involved in research or coursework away from campus and outside of California. Reduced tuition and fees are charged during in-absentia enrollment.

C) **Parental Leave status:** Intended for students who wish to take a leave of absence due to childbirth and/ or substantial parenting responsibilities such as, care of a newborn or newly adopted young child, the serious illness of a child, and other exceptional circumstances relating to a child. The child may be the student's child or that of a spouse or domestic partner.

*Select Petition: Filing Fee Status In absentia Parental leave of absence

In this example, we have selected *Parental leave of absence*.

Eligibility information displays in the lower half of the page.

If the eligibility requirements are met, click the **Next** button.

Note: the **eForm ID#** in the top right corner.

TASK : Special Enrollment Petitions eForm ID: 52331

Special Enrollment Petitions Instructions

SPECIAL ENROLLMENT PETITIONS

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*Select Petition: Parental leave of absen

PARENTAL LEAVE ELIGIBILITY

Parental Leave status: Intended for students who wish to take a leave of absence due to childbirth and/ or substantial parenting responsibilities such as, care of a newborn or newly adopted young child, the serious illness of a child, and other

- Must have been enrolled in the term preceding parental leave (excluding summer)
- Must be in good academic standing
- Must be in "active" student status

Next

Authored by: BJ GIDEON TAYLOR Close

The **Parental Leave of Absence** form will display.

The top part of the form includes the **Form Type**, a **Student Summary**, and **Academic Data** (the student's current academic program(s)).

Fill out the form.

TASK : Special Enrollment Petitions eForm ID: 52331

Special Enrollment Petitions

FORM TYPE

Petition: Parental Leave of Absence

STUDENT SUMMARY

Empl ID: 22200000

Email Address: gradbear@berkeley.edu

Name: Graduate Bear

Academic Career: Graduate

ACADEMIC DATA

Academic Program	Academic Plan Description	Academic Sub-Plan Description
1 Graduate Academic Programs	History PhD	Early Modern Europe

1. Select the **Effective Term**. Only 1 semester at a time can be chosen.

Note: If the current term is selected and has already begun, the petition will need to be approved as an exception.

EFFECTIVE TERMS

Choose the effective term for the petition. For In Absentia or Filing Fee you may choose only 1 term. Your choices are either the current term or next term.

If you choose the current term and the term has started, your petition will need to be approved as an exception. Approval is not guaranteed.

Select Effective Term(s)	Description	Term Start Date	Term End Date
1 <input type="checkbox"/>	2017 Spring	01/10/2017	05/12/2017
2 <input checked="" type="checkbox"/>	2017 Fall	08/16/2017	12/15/2017

2. Review the **Eligibility Requirements**.

If **No** appears in any of the right columns, the student may not be eligible. The student can proceed and request an exception.

ELIGIBILITY REQUIREMENTS

If a "No" appears in the right column, you do not meet one (or more) requirements for this petition. You may proceed with this form and request an exception to the approval. Please attach an explanation and justification below for requesting this exception.

Do you meet the eligibility?	Yes/No (Reason)
1 Must be an 'active' student.	Yes
2 Must be in good academic standing (GPA > 2.999)	Yes (3.966)

- If the student has any documentation (such as a letter requesting an exception), that can be uploaded.

Click the **Add File Attachment** button.

DIRECTIONS

Attach supporting documents in the **File Attachments** section below.

Please acknowledge the **Action Items** pertaining to the special enrollment status you are requesting. You may need to scroll to see all items.

FILE ATTACHMENTS

	Upload	View	Description	Doc Id
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>		

- Read through and acknowledge the **Action Items** by clicking the checkboxes.

NOTE: You may need to scroll using the bar on the right in order to view all action items.

ACTION ITEMS

	Message Text	Description
1	<input checked="" type="checkbox"/> Enrollment and services	I am not an enrolled student and, thus, am not entitled to use any University services supported by registration fees
2	<input checked="" type="checkbox"/> Contact info	I must update my address in CalCentral
3	<input checked="" type="checkbox"/> Health insurance	I might not be eligible to purchase SHIP (Student Health Insurance Plan)
4	<input checked="" type="checkbox"/> Federal loans	I will not be eligible for federal student loans during the semester I'm on filing fee status. I will also lose "in school" deferment status, so any unused grace period will begin at the end of my last semester of enrollment.
5	<input checked="" type="checkbox"/> Statement of Legal Residency	I must complete a Statement of Legal Residency upon re-enrollment.

- To leave **Comments**, click to expand the Comments section.

- When finished with the form, click the **Submit** button.

COMMENTS

I am suspending enrollment for two semesters.

7. A confirmation page will display.

TASK : Special Enrollment Petitions
 eForm ID: 52332

Finalized

Your form has been submitted. You should receive a confirmation email shortly. Please allow 7 – 10 business days for processing.
Note: Processing time may vary based on your case.

TRANSACTION / SIGNATURE LOG

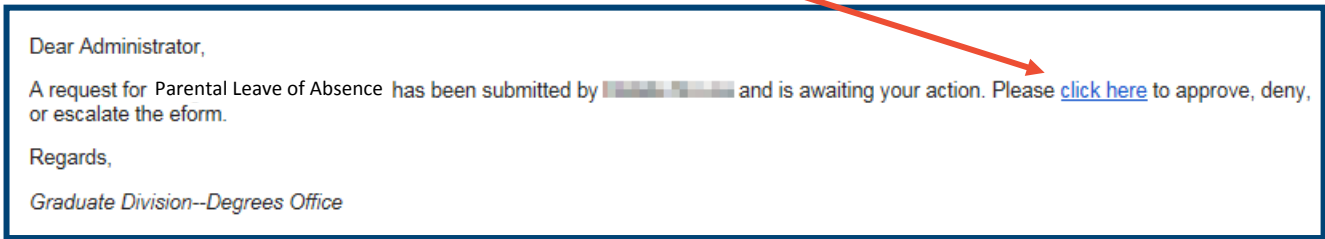
Current Date Time	Stage	Path	Step	Step Title	User ID	User Description	Form Action	Time Elapsed
03/17/2017 12:06:01PM				Initiated	1026869		Submit	

ACTION ITEM LOG

Message Checkbox	Message Set Number	Message Number	Message Text	Description	User ID	Empl ID	Action Date/Time
<input checked="" type="checkbox"/>	31254	15	Employment	I may not hold any GSI/GSR/AI-GS position during leave.	1026869		03/17/17 12:06:01.000000PM
<input checked="" type="checkbox"/>	31254	14	Statement of Legal Residency	I must complete a Statement of Legal Residency upon re-enrollment.	1026869		03/17/17 12:05:49.000000PM
<input checked="" type="checkbox"/>	31254	13	Federal loans	I will not be eligible for federal student loans during the semester I'm on filing fee status. I will also lose "in school" deferment status, so any unused grace period will begin at the end of my last semester of enrollment.	1026869		03/17/17 12:05:49.000000PM
<input checked="" type="checkbox"/>	31254	12	Health insurance	I might not be eligible to purchase SHIP (Student Health Insurance Plan)	1026869		03/17/17 12:05:49.000000PM
<input checked="" type="checkbox"/>	31254	11	Contact info	I must update my address in CalCentral	1026869		03/17/17 12:05:49.000000PM
<input checked="" type="checkbox"/>	31254	10	Enrollment and services	I am not an enrolled student and, thus, am not entitled to use any University services supported by registration fees	1026869		03/17/17 12:05:44.000000PM

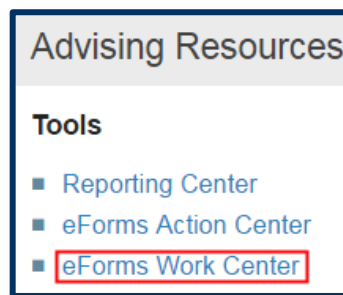
Advisor Review

After a student submits a Special Enrollment Petition (SEP) form that needs to be reviewed, their advisor will receive an email. It's recommend to click the link in the email to access the pending request, because it is more direct.




Alternatively, advisors can log into CalCentral to find pending petitions in the eform WorkCenter. In this example, we will look up a pending form via CalCentral.

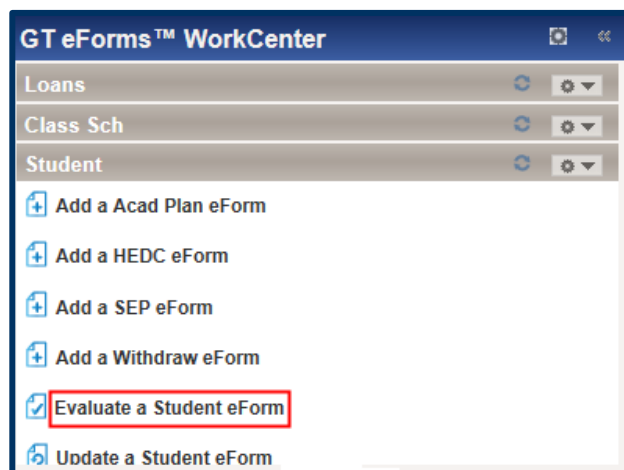
In [CalCentral](#), in the **Advising Resources** section, click the **eForms Work Center** link.



Click **Evaluate a Student eForm**.

NOTE: You may need to scroll to find the Evaluate a Student eForm link.

TIP: Hide the left hand menu by clicking the double arrows . Click the symbol again to see the menu.



Search for a student's form by entering a specific Student ID (aka, eForm ID or Form Status).

Or leave the search fields blank and click **Search** to see all forms that have been routed to you for approval.

Search by:

Empl ID

Form ID

Display Name

Form Type

Form Condition

Form Status

Original Operator

Original Date

Last Operator

Last Date

Search results will display below. In this example, we see 2 *Pending* forms. Click anywhere on a line to see that form.

[Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1-2 of 2](#) | [Last](#)

Form ID	Form Type	Form Condition	Form Status	Empl ID	Display Name	Academic Career	Original Operator	Original Date	Last Operator	Last Date
46981	SRSEP	Default	Pending		George Grad	Graduate	1037796	2017-02-27		2017-02-27
46990	SRSEP	Default	Pending			Graduate	1003334	2017-03-05		2017-03-05

The form displays.

Tip: Clicking the **email link** goes directly to this page!

1. Review the following information: **Effective Term, Eligibility, any Attachments and Comments.**

Add additional comments as needed.

TASK : Special Enrollment Petitions
 eForm ID: 52332

Special Enrollment Petitions

FORM TYPE

Petition: Parental Leave of Absence

STUDENT SUMMARY

Empl ID: 22200000

Email Address: gradbear@berkeley.edu

Name: Grad Bear

Academic Career: Graduate

ACADEMIC DATA

Academic Program	Academic Plan Description	Academic Sub-Plan Description
1 Graduate Academic Programs	History PhD	Early Modern Europe

EFFECTIVE TERMS

Choose the effective term for the petition. For In Absentia or Filing Fee you may choose only 1 term. Your choices are either the current term or next term.

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1 <input checked="" type="checkbox"/>	2017 Fall	08/16/2017	12/15/2017
2 <input type="checkbox"/>	2018 Spring	01/09/2018	05/11/2018

ELIGIBILITY REQUIREMENTS

If a "No" appears in the right column, you do not meet one (or more) requirements for this petition. You may proceed with this form and request an exception to the approval. Please attach an explanation and justification below for requesting this exception.

Do you meet the eligibility?	Yes/No (Reason)
1 Must be an 'active' student.	Yes
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Attach supporting documents in the **File Attachments** section below.

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FILE ATTACHMENTS

Upload	View	Description	Doc Id
1 <input type="button" value="Upload"/>	<input type="button" value="View"/>		<input type="button" value="Delete"/>

[Add File Attachment](#)

COMMENTS

** Fri, Mar 17 17, 12:05:02 PM
I am suspending enrollment for two semesters.

Authorized by: SIDDEEN TAYLOR

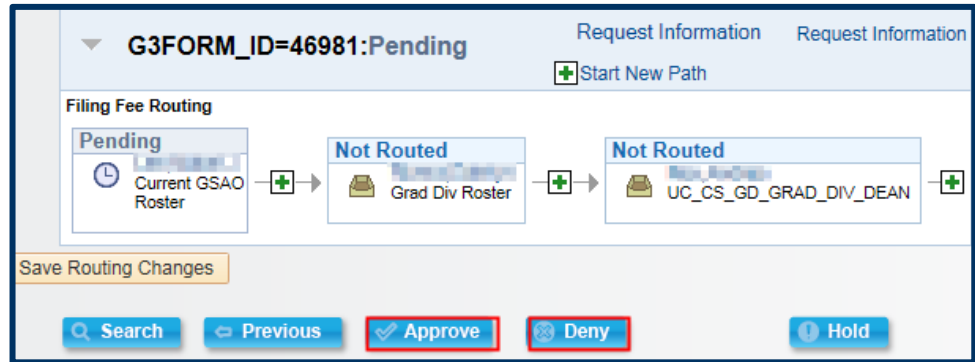
Click the **Next** button at the bottom of the page to proceed.



The Approvals page displays.

- 2. As appropriate, click the **Approve** or **Deny** button.

If the request has been approved, it will move to the next person listed for review and approval. If needed, an additional approver can be inserted using the green plus buttons.



Do **NOT** use the **Start New Path** link. This will affect the approvals path.

Support

For questions or assistance, please contact SIS Support.:

- Call **510-664-9000** (press **option 6** to reach SIS support)
- Email: sishelp@berkeley.edu
- Submit a ticket: https://berkeley.service-now.com/ess/create_incident
- For more information and job aids visit <http://sis.berkeley.edu/training/academic-advising-resources>