# Guide to Enrollment Rules

## Class Status

<table>
<thead>
<tr>
<th>Open</th>
<th>Open</th>
<th>Waitlist</th>
<th>Waitlist</th>
<th>Closed</th>
</tr>
</thead>
</table>

## Add to Wait List if full?

<table>
<thead>
<tr>
<th>Unchecked</th>
<th>Checked</th>
<th>Unchecked</th>
<th>Checked</th>
<th>Unchecked or Checked</th>
</tr>
</thead>
</table>

## Possible outcomes

### Potential reasons for outcomes

**Success**
- You are enrolled in this Class and Section.

**Waitlisted**
- Class waitlist not processed yet.

**Enrollment Attempt Failed** *
- Lecture and/or Discussion section is full.
- You do not meet requirements for reserved seats.

**Enrollment Attempt failed** *
- You are eligible but lecture and/or discussion section is full.
- You do not meet requirements for reserved seats.

**NOTE:**
If you would like to waitlist the class, click on the class in shopping cart and check “Add to waitlist if full” and then try to enroll in the class again.

**Waitlisted**
- Lecture and/or Discussion section is full.
- You do not meet requirements for reserved seats.

**Enrollment Attempt failed**
- The class is full and all waitlists are full.
- There are no waitlists for this class.

**Enrollment Attempt Failed**
- Lecture and/or Discussion section is full.
- You do not meet requirements for reserved seats.
- Enrollment permission is required.
- Unit limit for the current phase is exceeded.
## Strategies for Enrollment

**Before your enrollment appointments begin...**

<table>
<thead>
<tr>
<th>Check enrollment readiness</th>
<th>What classes do you need to take?</th>
<th>When searching for classes, consider:</th>
<th>When planning your schedule:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Check your Phase I &amp; II appointments, which are posted to CalCentral My Academics. If you do not see your appointments, you will need to pay your fees to be officially registered.</td>
<td>1. Review Academic Progress Report (L&amp;S students), Academic Summary, and multi-year planner. Determine what you've completed and what you have left to complete.</td>
<td>1. What are your interests? Try the keyword search in classes.berkeley.edu and follow @BerkeleyGuide on Twitter to find topics you’re passionate about.</td>
<td>1. Map out your priorities and potential schedules on Schedule Planner to determine which combinations of primary sections (lecture) and secondary sections (discussion, lab, studio) will work.</td>
</tr>
<tr>
<td>2. Check academic standing such as:</td>
<td>2. Instructor(s)</td>
<td>2. Instructor(s)</td>
<td>- When selecting secondary section(s), look at all possible options to get enrolled.</td>
</tr>
<tr>
<td>- Units</td>
<td>3. Your eligibility for reserved seats</td>
<td>3. Your eligibility for reserved seats</td>
<td>- Switching waitlisted sections is not an option unless you drop then re-add the class.</td>
</tr>
<tr>
<td>- GPA</td>
<td>4. Dates and times of the class</td>
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<td>2. Consider job, athletic program, or other extracurriculars.</td>
</tr>
<tr>
<td>- Terms in attendance</td>
<td>5. Early Drop Deadline</td>
<td>5. Early Drop Deadline</td>
<td>3. Consider classes to enroll in during Phase I vs. during Phase II. Consider enrolling in more impacted classes during Phase I.</td>
</tr>
<tr>
<td>- Expected grad term</td>
<td>6. Textbooks, supplies, or other fees required</td>
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<td>4. Consider backup classes or potential classes to swap.</td>
</tr>
<tr>
<td>4. Check for special considerations, e.g.:</td>
<td>8. Is the class webcast?</td>
<td>8. Is the class webcast?</td>
<td></td>
</tr>
</tbody>
</table>
During enrollment....

<p>| | |</p>
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</table>
| **If Discussion section is full:** | - Find a section with open seats and enroll.  
**NOTE:** Switching from one waitlisted section to another is not an option. You must drop the class and then re-add, and you may lose your waitlist position. |
| **If there are reserved seats for the class:** | - Check the Academic Guide to see if seats are reserved for certain groups of students.  
- Check department or major websites, as reserved seats can change with phases.  
- Waitlist the class if restrictions will change in the future. |
| **If consent or permission is required for the class:** | - Check your eligibility.  
- See your instructor or the department’s advisor for a code or approval.  
- If you were waitlisted and received a permission code, drop and re-add the class and enter the permission code. |
| **If your unit limit for the current phase is exceeded:** | - Drop another class to enroll in your desired class.  
- Wait until Phase II or Adjustment Period, when unit limits increase.  
- During the adjustment period, you may meet with your college adviser to request for a maximum unit increase. |

**NOTE:** Phase I has an end date. Between the end of Phase I and the beginning of your Phase II appointment you CANNOT make any changes to your schedule.