

# Guide to Enrollment Rules

## Class Status



Open



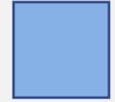
Open



Waitlist



Waitlist



Closed

## Add to Wait List if full?



Unchecked



Checked



Unchecked



Checked



Unchecked  
or Checked

## 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 permission is required.
- Unit limit for the current phase is exceeded.

### Success

- You are enrolled in this Class and Section.

### Waitlisted

- Lecture and/or Discussion section is full.

- You do not meet requirements for reserved seats.

### Enrollment Attempt Failed

- Enrollment permission is required.
- Unit limit for the current phase is exceeded.
- You do not meet requirements for reserved seats and waitlist is full.

### Enrollment Attempt failed \*

- You are eligible but lecture and/or discussion section is full.

### \* 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

- 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.

### Enrollment Attempt Failed

- The class is full and all waitlists are full.
- There are no waitlists for this class.

# Strategies for Enrollment

Before your enrollment appointments begin...

## Check enrollment readiness

1. Check your Phase I & 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.
2. Check academic standing such as:
  - Units
  - GPA
  - Terms in attendance
  - Expected grad term
3. Check for any holds.
4. Check for special considerations, e.g.:
  - Academic probation
  - Honors eligibility

## What classes do you need to take?

1. Review Academic Progress Report (L&S students), Academic Summary, and multi-year planner. Determine what you've completed and what you have left to complete.
  - University requirements
  - Breadth requirements
  - Major pre-requisites
  - Major requirements
2. Research specific instructions for intended and declared majors (and other academic programs if applicable) at [guide.berkeley.edu](http://guide.berkeley.edu)
3. Students are encouraged apply for minors as early as possible. Declaring a minor early may give you priority for open seats.
4. Check for other academic goals:
  - Additional major, minor, certificate, or course thread?
  - Honors requirements?

## When searching for classes, consider:

1. What are your interests? Try the keyword search in [classes.berkeley.edu](http://classes.berkeley.edu) and follow @BerkeleyGuide on Twitter to find topics you're passionate about.
2. Instructor(s)
3. Your eligibility for reserved seats
4. Dates and times of the class
5. Early Drop Deadline
6. Textbooks, supplies, or other fees required
7. Finals schedule
8. Is the class webcast?

## When planning your schedule:

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.
  - When selecting secondary section(s), look at all possible options to get enrolled.
  - Switching waitlisted sections is not an option unless you drop then re-add the class.
2. Consider job, athletic program, or other extracurriculars.
3. Consider classes to enroll in during Phase I vs. during Phase II. Consider enrolling in more impacted classes during Phase I.
4. Consider backup classes or potential classes to swap.
5. Move classes to the Shopping Cart from the Schedule Planner.

## During enrollment....

### 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.

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**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.