Berkeley | Student Information Systems

SIS Job Aid #229

Evaluate Interdepartmental eForm

This guide is intended for staff. It describes how to view and approve interdepartmental eForms. This eForm is available to non-Law graduate students who are requesting Law School classes.

1. **NavBar > Navigator > GT eForms WorkCenter**

2. Select **Evaluate a Berkeley Law eForm**. You will only get those results for which you are an approver.

   Note: If you wish to see all eForms, select **View a Berkeley Law eForm**. This goes to a search screen that looks identical and you may follow all steps as described below. However, you will not be able to approve any form, even if you are an approver for that form.
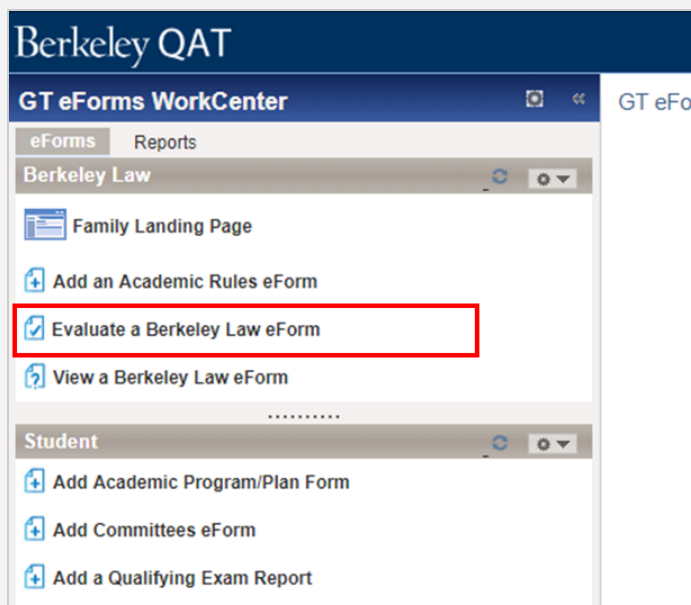
3. In **Form Type**, enter **LAWINTDEPT**. You may also use the search icon or other search fields.

4. Select **Search**.

5. Search results appear at the bottom of the page. **Form Status** and **Name** may help you find the form you're looking for. Select the form you wish to view.

6. You are now looking at the completed eForm. You will see details about the student, their degree program, and the class they wish to take.

7. Select **View Law Classes** to see classes the student completed or is currently enrolled in.

8. Select **View Other Requests** to check if student submitted other requests for Law classes.

Note: Non-law graduate students are only allowed to take a total of 8 units in law courses. Use **View Law Classes** and **View Other Requests** to confirm student is within this limit.

9. Select **Approve** (or Deny).

10. You will be taken to a confirmation page.