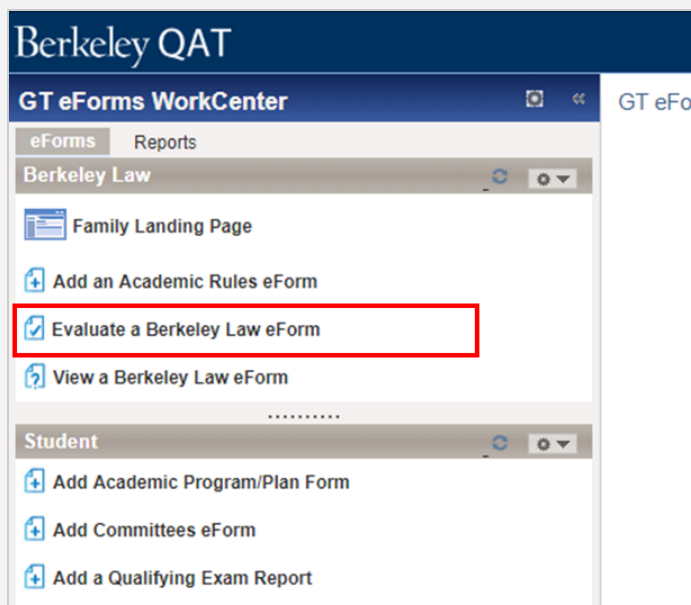


Evaluate Interdepartmental eForm

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**.

Berkeley QAT

Search by:

Form ID Begins With

Form Type Begins With

Form Status is Equal To

Original Date is Equal To

Last Date is Equal To

Original Operator Begins With

Empl ID Begins With

Name: Begins With

Planning on taking Bar Exam? is Equal To

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.

Name:

Begins With

Planning on taking Bar Exam?

Is Equal To

Course Number

Begins With

Search

Clear

2 rows

Form ID	Form Type	Form Status	Original Date	Last Date	Original Operator	Empl ID	Name:	Email Address	Planning on taking Bar Exam?	Course Number
1 270371	LAWINTDEPT	Pending	2019-06-28	2019-06-28	1603659				(blank)	223
2 270424	LAWINTDEPT	Pending	2019-07-03	2019-07-03	1603659				(blank)	216

- 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.
- Select **View Law Classes** to see classes the student completed or is currently enrolled in.
- Select **View Other Requests** to check if student submitted other requests for Law classes.

Berkeley | Student Information Systems

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).

The screenshot shows the BerkeleyLaw Student Information System interface. The main form is titled 'Student Information' and includes fields for 'Emp ID', 'Term', 'Academic Program', 'Academic Plan', 'Admit Term', and 'Academic Program Status'. Below these fields are two buttons: 'View Law Classes' and 'View Other Requests'. Red arrows point from these buttons to two pop-up windows. The 'Current/Past Law Courses' window shows a table of law courses with columns: Term, Course Title, Catalog Nbr, Subject Area, Class Nbr, Units Taken, and Student Enrollment Status. The 'Pending Forms' window shows a table of pending forms with columns: Form ID, Form Status, Catalog Nbr, Subject Area, Class Nbr, Units Taken, Open Seats, and Waitlisted.

Term	Course Title	Catalog Nbr	Subject Area	Class Nbr	Units Taken	Student Enrollment Status
2019 Spring	Human Rgts Invest Pract Sem	295.4A	LAW	31737	2.00	Enrolled
2019 Spring	Human Rgts Invest Pract	295.4B	LAW	32013	2.00	Enrolled

Form ID	Form Status	Catalog Nbr	Subject Area	Class Nbr	Units Taken	Open Seats	Waitlisted
270371	Pending	223	LAW	32488	4.00	12	0

10. You will be taken to a confirmation page.

The screenshot shows the Berkeley QAT 'Evaluate Law Interdepartmental Request : Finalized' confirmation page. The page includes the BerkeleyLaw logo and a message stating: 'Once you complete this e-form, it will be sent to your department head graduate advisor for approval. If your department head approves, it will be routed to the instructor of the course. Please note that faculty approval does not guarantee admission to the class. If your application is approved and seats are available (and the course doesn't have a time conflict), you will be automatically enrolled in the course. This will not occur until two weeks after Berkeley Law classes start. If you decide to drop the course, you must notify the Berkeley Law Registrar's Office and drop the course on Cal Central before the Berkeley Law DROP deadline.' Below this message is a blue box with the text: 'You have successfully approved your eForm. The eForm has been routed to the next approval step. multiple approvers.' At the bottom of the page are two buttons: 'View Approval Route (Add Ad Hoc Approver)' and 'Signature/Action Logs'.