

## SIS Job Aids #1153

### Waitlisting via the Shopping Cart

If you happen to forget to click “Waitlist if class is full” when you are moving a class into the Shopping Cart, you can still go back to the Shopping Cart and change that setting, as well as variable units and grading option.

1. After logging in to CalCentral using your CalNet ID and passphrase, go to the **My Academics** page, and locate the **Class Enrollment** section on the right.

Class Enrollment FALL 2016

Consult with an advisor if you have any questions.

Action	When
1. Plan	
2. Explore	Prior to Mar 24
3. Schedule	Mar 20
<b>4. Decide</b>	<b>1.</b> Thu Mar 24   8:00 AM
5. Adjust	After Mar 24

Enrolled Classes      Add | Drop | Swap | Edit | Withdraw

Class		When	Units
CHMENG 140	DIS	W 12:00P-12:59P	
CHMENG 140	LEC	MWF 8:00A-8:59A	4.0
			Total Units: 4.0

Waitlisted

Class		Position	Drop Units
ANTHRO 115	LEC	2	4.0
ANTHRO 115	DIS	2	
GEOG 40	DIS	1	
GEOG 40	LEC	1	4.0
PSYCH 110	DIS	1	
PSYCH 110	LEC	1	3.0

Click the link that reads, “**Decide**”.

- Click the **Choose classes link**. (This will take you to the Shopping Cart.)

### Class Enrollment FALL 2016

Consult with an advisor if you have any questions.

Action	When
1. Plan	
2. Explore	Prior to Mar 24
3. Schedule	Mar 20
4. Decide <b>2.</b>	Thu Mar 24   8:00 AM

[Choose classes](#) for the upcoming semester.  
 Learn more about [enrollment rules and information](#).  
 Enrollment Period  
 PERFORMANCE TESTING Thu Mar 24 | 8:00 AM  
 PERFORMANCE TESTING Sun Mar 27 | 7:00 PM

5. Adjust	After Mar 24
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Enrolled Classes [Add](#) | [Drop](#) | [Swap](#) | [Edit](#) | [Withdraw](#)

Class	When	Units
CHMENG 140 DIS	W 12:00P-12:59P	
CHMENG 140 LEC	MWF 8:00A-8:59A	4.0

- Click on the name of the course whose waitlist, grading, or units you want to change.

### CALCENTRAL

[Return to Class Enrollment](#)

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term.  
 Select Validate to have the system check for possible conflicts prior to enrolling.

2016 Fall | Undergraduate | UC Berkeley

☒ Open
 ☐ Closed
 ☐ Wait List

Add to Cart:

Enter Class Nbr  
 [enter](#)

Find Classes

☒ Class Search

[search](#)

[schedule planner](#)

#### 2016 Fall Shopping Cart

Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	PSYCH 110-001	MoWe 1:00PM - 2:00PM	Requested General Assignment	Staff	3.00	<input checked="" type="radio"/>
<b>3.</b>	PSYCH 110-101 (22360)	Mo 10:00AM - 10:59AM	Tolman 2304	Staff		<input checked="" type="radio"/>

for selected: [delete](#) [validate](#) [enroll](#)

- Confirm that the section selection is correct, and then click the **Next** button.

**CALCENTRAL**

[Return to Class Enrollment](#)

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**PSYCH 110 - Introd Biol Psych**

Lecture selected: Section 001  
MoWe 1:00PM - 1:59PM Requested General Assignment

Open Closed Wait List

**Select Discussion section (Required):**

	Class Nbr	Section	Schedule	Room	Instructor	Status
<input checked="" type="radio"/>	22360	101	Mo 10:00AM - 10:59AM	Tolman 2304	Staff	Open
<input type="radio"/>	22361	102	Mo 11:00AM - 11:59AM	Tolman 2304	Staff	Wait List
<input type="radio"/>	22362	103	Mo 12:00PM - 12:59PM	Tolman 2304	Staff	Open
<input type="radio"/>	22317	104	Tu 9:00AM - 9:59AM	Tolman 2304	Staff	Open
<input type="radio"/>	22318	105	Tu 10:00AM - 10:59AM	Tolman 2304	Staff	Open

View All Sections | First 1-5 of 6 Last

CANCEL PREVIOUS **NEXT**

- Make the appropriate changes in the **waitlist** option (5a.), PermissionNbr(5b.), Gradingoption (5c.), and Unitsif variable (5d.).

**CALCENTRAL**

[Return to Class Enrollment](#)

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**PSYCH 110 - Introd Biol Psych**

**Class Preferences**

PSYCH 110-001 Lecture Open Wait List 5a. ☒ Wait list if class is full

PSYCH 110-101 Discussion Open Permission Nbr 5b.

Session Regular Academic Session 5c. Grading Graded

Career Undergraduate Units 3.00 5d.

**Enrollment Information**

- Biological Science
- Social & Behavioral Sciences

CANCEL PREVIOUS **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	MoWe 1:00PM - 1:59PM	Requested General Assignment	Staff	08/24/2016 - 12/09/2016
101	Discussion	Mo 10:00AM - 10:59AM	Tolman 2304	Staff	08/24/2016 - 12/09/2016

- Click the Next button.

- Click the Return to Class Enrollment link, which takes you back to the My Academics page.

**CALCENTRAL**

[Return to Class Enrollment](#) **7.**

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term.  
Select Validate to have the system check for possible conflicts prior to enrolling.

**2016 Fall | Undergraduate | UC Berkeley**

● Open    ■ Closed    ▲ Wait List

**Add to Cart:**

Enter Class Nbr  
 **enter**

**Find Classes**

☒ **Class Search**

**search**

**schedule planner**

**2016 Fall Shopping Cart**

Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	<a href="#">PSYCH 110-001</a> <a href="#">(22359)</a>	MoWe 1:00PM - 1:59PM	Requested General Assignment	Staff	3.00	●
<input type="checkbox"/>	PSYCH 110-101 (22360)	Mo 10:00AM - 10:59AM	Tolman 2304	Staff		●

for selected:    **delete**    **validate**    **enroll**