Berkeley | Student Information Systems

SIS Job Aid #216

Change a Student's Variable Unit

This job aid instructs staff how to change a student's variable unit in SIS Campus Solutions.

Fluid Navigation

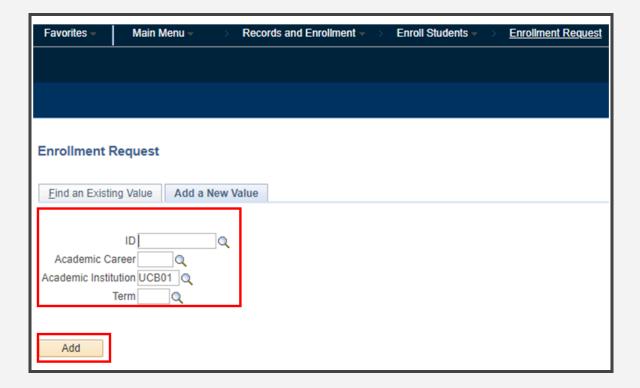
NavBar > Navigator > Records and Enrollment > Enroll Students > Enrollment Request

Classic Menu

Main Menu > Records and Enrollment > Enroll Students > Enrollment Request

Change a Student's Variable Unit

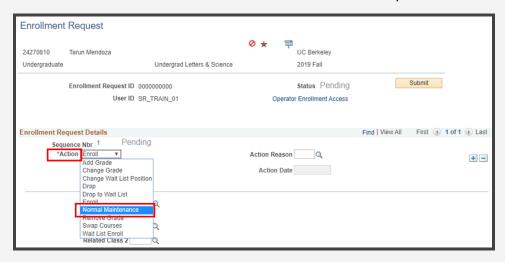
- 1. Enter Student ID, Academic Career, Academic Institution, and Term.
- 2. Select the Add box.



SIS Job Aid #216 Page 1 of 2

Berkeley | Student Information Systems

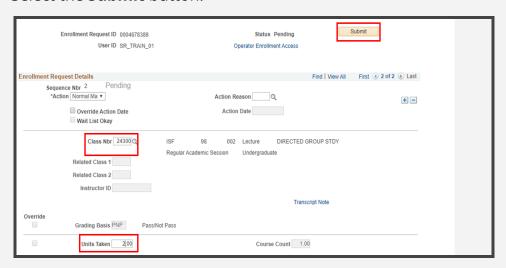
3. Choose Normal Maintenance from the Action drop list.



- 4. Enter the **Class Nbr** of the Enrollment (primary) section or search for the class using the lookup.
- 5. Use the **Units Taken** box to change the number of units for the student.

Warning: Do not check the override checkbox on the left side for Units Taken.

6. Select the **Submit** button.



7. The **Status** will change to "**Success**" after selecting the **Submit** button.



SIS Job Aid #216 Page 2 of 2