

## 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.

Enrollment Request

Find an Existing Value Add a New Value

ID

Academic Career

Academic Institution UCB01

Term

Add

3. Choose **Normal Maintenance** from the **Action** drop list.

The screenshot shows the 'Enrollment Request' form for Tarun Mendoza, Undergraduate, UC Berkeley, 2019 Fall. The Enrollment Request ID is 000000000 and the User ID is SR\_TRAIN\_01. The status is Pending. The 'Enrollment Request Details' section shows Sequence Nbr 1 with a status of Pending. The '\*Action' dropdown menu is open, and 'Normal Maintenance' is highlighted. Other options in the menu include Enroll, Add Grade, Change Grade, Change Wait List Position, Drop, Drop to Wait List, Enroll, Remove Grade, Swap Courses, Wait List Enroll, and Related Class 2.

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.

The screenshot shows the 'Enrollment Request' form for Tarun Mendoza, Undergraduate, UC Berkeley, 2019 Fall. The Enrollment Request ID is 0004678389 and the User ID is SR\_TRAIN\_01. The status is Pending. The 'Enrollment Request Details' section shows Sequence Nbr 2 with a status of Pending. The '\*Action' dropdown menu is set to 'Normal Ma'. The 'Class Nbr' field is set to 24300. The 'Units Taken' field is set to 3.00. The 'Submit' button is highlighted.

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

The screenshot shows the 'Enrollment Request' form for Tarun Mendoza, Undergraduate, UC Berkeley, 2019 Fall. The Enrollment Request ID is 0004678389 and the User ID is SR\_TRAIN\_01. The status is Success. The 'Submit' button is highlighted.