

Enrollment FAQ

- I submitted the online application to declare Psychology this semester. Am I declared? Do I have priority enrollment? How should I proceed?

The Psychology major applications submitted this semester are typically not reviewed before Phase 1 opens so applicants are still technically undeclared. Unfortunately, there is no way for us to track and prioritize intended majors in the CalCentral system. There are ways that undeclared students can strategically enroll in upper division psychology courses and we strongly recommend you do so. Here are a few things you can do to maximize your chances of getting into a course:

1. Sign up for the wait list during Phase I.
2. Pick a section with the least wait-listed students and most available seats.
3. Make your first choice your best choice since you won't be able to switch sections if you are on the waitlist.
4. Avoid time conflicts since you won't be enrolled to a class for which there is a time conflict.
5. Consider less popular sections, such as 9am class or Friday discussions.
6. Make sure to take care of any outstanding registration holds before your assigned Phase I appointment.

Please keep in mind that this is a temporary situation that happens to all students in the semester they declare the Psychology major. Once you are formally declared in Psychology and in future semesters you will have priority for upper division Psychology courses in Phase I.

Also be aware that if you have declared and been accepted to Psychology as your second major, there is a separate process and additional paperwork that must be completed in order for you to be officially declared. Until this process is complete you will not have priority enrollment in upper division Psychology classes.

- CalCentral says there's space, so why can't I get into the class?

If you see a green dot indicating there is space available in the class and you are still not able to enroll in the class, one of the following may apply:

- 1) No seats are available in the discussion section you are waitlisted for. Keep in mind that you must be enrolled into the discussion section in order to be enrolled into the lecture.
- 2) The available seats are reserved for specific groups that you do not meet the criteria for. Check your Schedule Planner to see if this is the case.
- 3) You are enrolled in courses that conflict with the lecture or discussion for the class. Be sure to check not only the lecture hours but also your discussion time. Be aware that time conflicts can also occur between exam schedules, so check that as well.

- What happens if I try to enroll in a class, but I haven't yet completed the prerequisites?

CalCentral does not check for or enforce prerequisites. Unless announced otherwise, students who have not fulfilled a prerequisite will be allowed to enroll in and will not be dropped from upper-division Psychology courses. However, students are expected to have the necessary background to take classes with prerequisites. You will be held to the same standards for performance in the class regardless of whether you completed the prerequisite coursework.

If you try to enroll and receive an error message that "Available seats are reserved and you do not meet the reserve capacity requirements" then the currently available seats are reserved for a specific group of students such as declared Psychology majors or incoming transfer students. This error message does not refer to any problem with your prerequisite coursework completion.

- How do the waitlists work?

Waitlists are processed 4 times a day, and will enroll students automatically based on their position as long as there is also space in the discussion. Students waitlisted for a full discussion section or who have a schedule conflict will be passed over. Also be aware that if a student is enrolled in a class and then switches to a different discussion section that is full, the student will be put at the top of the waitlist since they were previously enrolled, but are no longer able to be enrolled.

- Does the discussion section I choose have an impact on whether or not I'll get in the class?

Yes. You may not be able to enroll in a class if there are no seats available in the discussion section you choose. You may be able to add to the waitlist, but you will remain on the waitlist until a space becomes available for you in that particular discussion section. Keep in mind that you must be enrolled into the discussion section in order to be enrolled into the lecture.

- How can I switch discussion sections? Can the Student Services Office help me with this?

As a general rule, the Psychology Student Services Office cannot assist you in switching discussion sections. You can see the full discussion section switch policy on our [enrollment policies](#) webpage. If you are currently enrolled in a Psychology class, you may move to another section using CalCentral **if there is space available** in the desired section. Simply follow the instructions outlined below:

Step 1: Check for seat availability in your desired discussion section using this link:

classes.berkeley.edu

Step 2: Log in to CalCentral

Step 3: Go to "My Academics"

Step 4: Under "Class Enrollment" section, go to "5. Class Adjustment" section

Step 5: **Select "Options"** (DO NOT select "Swap" or "Drop")

Step 6: Choose the course from the drop down menu

Step 7: Click "Proceed to Step 2 of 3"

Step 8: Choose your new section

Please note that the section you are switching into **must be open**.

If the section is not open, you may instead choose to add yourself to the waitlist for the desired section, if availability permits. Please note that should you choose this option, you will be placed at the top of the waitlist for both the **discussion** and the **lecture**. If you are unable to add yourself to the waitlist, that waitlist is at capacity and it is unlikely there will be space to join that section.

Again, check the link above for the enrollment availability, and do not rely on the "Green Circle" to provide you with comprehensive enrollment information.

- How can I maximize my chance of getting into a class if I'm currently on the waitlist?

If you are on the waitlist, stay on the waitlist. Dropping the class and adding it again later will drop you back down to the bottom of the waitlist. And if the waitlist for either the lecture or discussion you choose later is full, you will not even be able to add to the waitlist. We do not release permission codes to override the wait list for students who were previously enrolled and who chose to switch to a different discussion or class.

Do be aware that if you are on the waitlist for a course you will not be able to change your discussion section using "Options". Instead you will need to drop the class and re-add it, which will cause you to lose your previous wait list position number. You will be added to the bottom of the waitlist. Also, be aware that the "Swap Courses" feature cannot be used to switch discussion/lab sections. "Swap Courses" is only used to switch between courses/lectures.

- What should I do if I can't even get on the waitlist for a class I really want?

The Psychology department determines how long to make waitlists based on historical enrollment data and our best understanding of the likelihood of students getting into the course from the waitlist. This means that for extremely popular classes, the waitlist may be quite short. This is intentional as we don't want students lingering on a waitlist with no hope of enrolling in the class.

Your best chances of enrolling will be to monitor the wait list and try again at a later time. The waitlists are automatically processed four times a day during Phase 1 & 2 and students on the waitlist are enrolled sequentially. So if a class' waitlist is full now, you would be added to the bottom of the list and the chances of being enrolled are minimal. We strongly encourage you to consider a backup course.

- What does it mean when CalCentral tells me I need departmental consent to enroll?

Once classes begin, we turn off automatic waitlist processing and lock down classes for further enrollment. This allows the scheduler to manually process the waitlist and enroll students in classes as appropriate. In order to prevent students from jumping over the waitlist and taking an available seat, we add the "Department Consent" restriction. While other departments may use this feature to prioritize enrollment and hand out permission codes, we do not release permission codes to override the wait list. The department consent message only indicates that students are no longer able to enroll themselves to the class or the waitlist.

- Even though I see a green circle on CalCentral, I get a message that I need departmental consent to enroll. What should I do?

The green circle on CalCentral is not a reliable source of comprehensive enrollment information. Once we switch to manual waitlist processing, even if you see a green circle you will not be able to enroll in a class.

- **If you are on the waitlist, stay on the waitlist.** The “department consent” message means that we have locked down enrollment at this time to allow the department Scheduler to manually process the waitlist. If you are on the waitlist, your best chance to get into the class is to just stay on the waitlist.
- **Consider a different course.** If you are not yet on the waitlist, then it's very unlikely that a space will become available at this time and we encourage you to consider a different course.

- What should I do if I can't get into any of the classes I want? Can I get a permission code to at least be enrolled into a couple?

We do not release permission codes to override the wait list. You may consider taking a class that does not meet a specific Psychology major requirement such as one of the following:

1. Take a DeCal class. Peruse the available DeCal courses for the semester at decal.berkeley.edu.
2. Take advantage of research opportunities and receive Psych 199 credit. Positions are posted on the Psychology Weekly Opportunities page and on the bulletin board in the hallway across from 3305 Tolman.
3. Explore courses from other disciplines. See the listing of suggested classes online here: <http://registrar.berkeley.edu/registration/suggested-classes>