

如何注册 extension 课程

How to Enroll in Extension Courses

1. Taking an Extension course is not required, but you might need to take one if you cannot reach the minimum amount of units (12) to maintain legal visa status through concurrent enrollment.
2. We suggest you choose a course that starts **between January 21, 2020 to March 4, 2020** and ends **by May 15, 2020**.
3. Almost all Extension courses should default to a standard grade option (letter grades of ABCDF). If you would like to change to Pass/No Pass, the deadline to request a grading option change (From Letter grade to P/NP) from your instructor is prior to your last class/final exam/project due date. You will need to submit a **PETITION FOR GRADE OPTION CHANGE** form to your instructor.

How to Enroll in Extension Courses

As a BGA Discover and Start student, the deadline to drop an Extension course depends on the duration of the class.

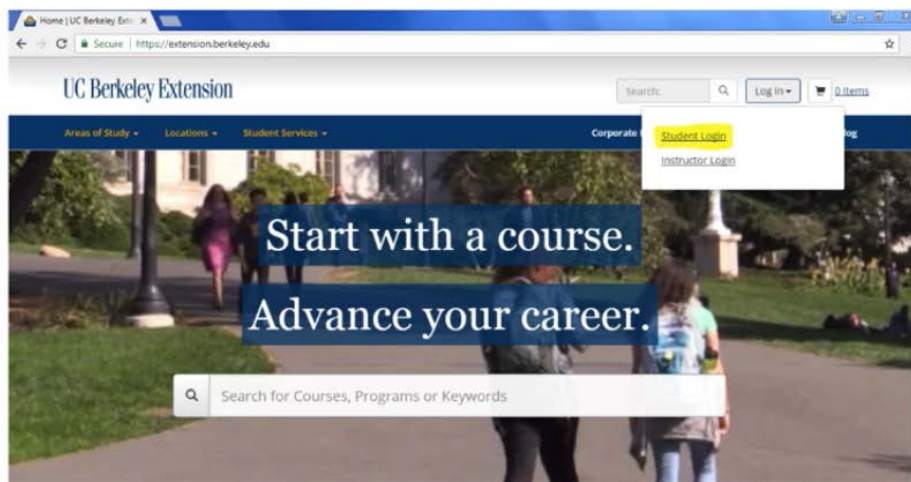
- Courses with 5 or fewer class meetings: You must add or drop until one day before the first class meeting.
- Courses with 6 or more meetings: You must add or drop until one day before the second class meeting.

****Important:** A fee of **\$35** will be charged for each request you make to drop a class. The fee will be added to your account for sponsored students.

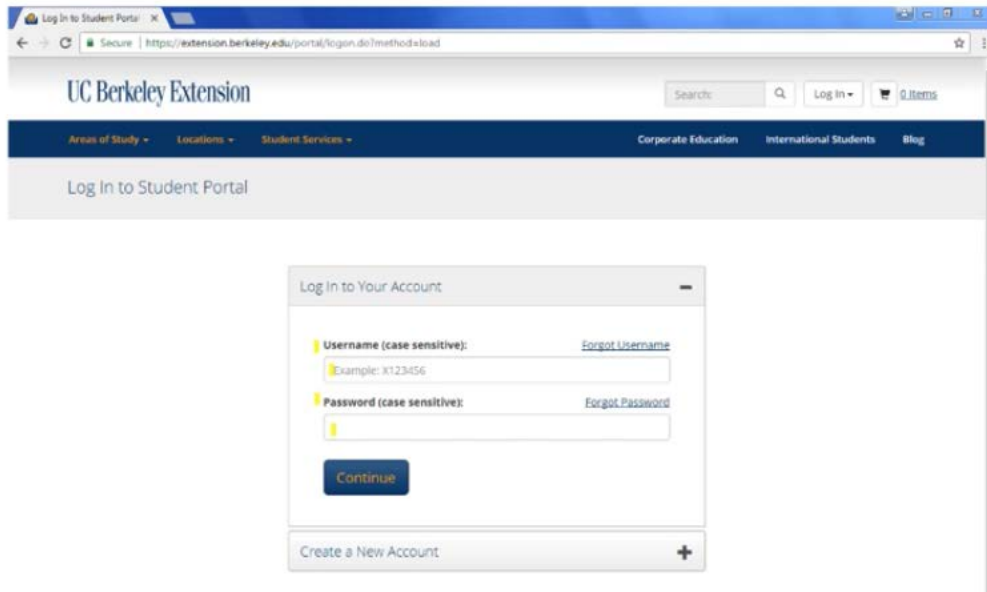
Extension Course Add/Drop Deadlines

Course Length	Reason	Start Date	Deadline to Add/Drop
5 or fewer meetings	You must make your add/drop request no later than one day prior to the first class meeting.	1st class: January 21	No later than: January 20
6 or more meetings	You must make your add/drop request no later than one day prior to the second class meeting.	1st class: January 21 2nd class: January 28	No later than: January 27

1. Go to extension.berkeley.edu and click on "Log In." Choose "Student Login"

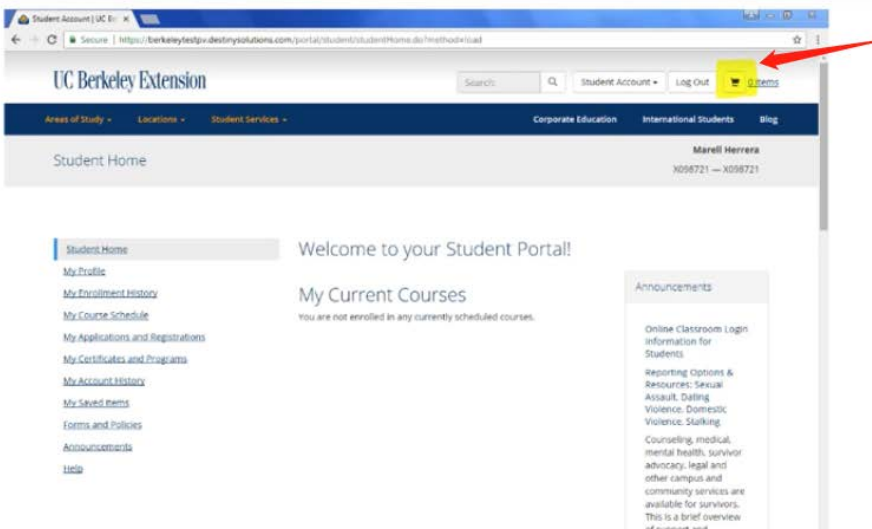


2. Enter your username (starts with an X) and password, then "Continue"



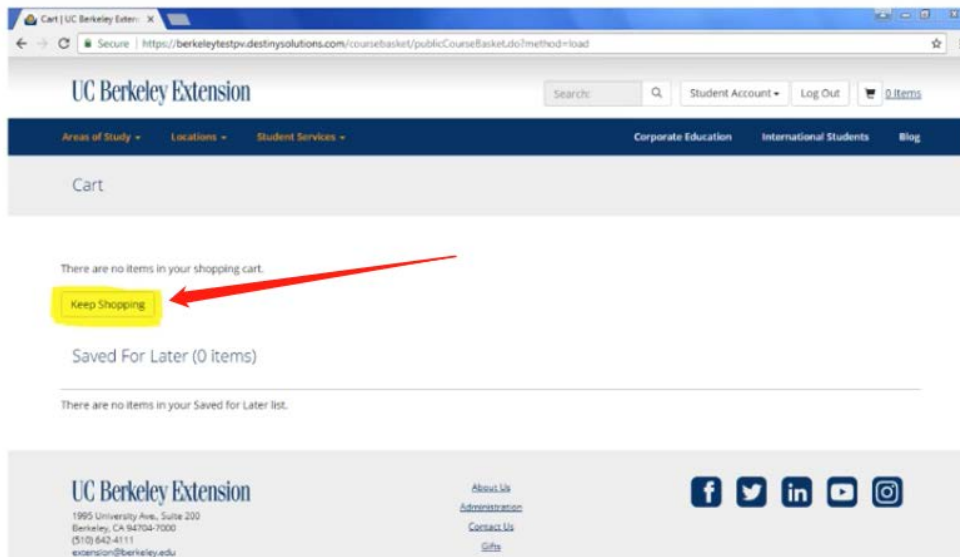
The screenshot shows the UC Berkeley Extension Student Portal login page. The browser address bar displays the URL: <https://extension.berkeley.edu/portal/login.do?method=load>. The page features the UC Berkeley Extension logo and a navigation bar with links for Areas of Study, Locations, Student Services, Corporate Education, International Students, and Blog. A search bar and a 'Log In' button with a shopping cart icon are in the top right. The main heading is 'Log In to Student Portal'. Below it is a 'Log In to Your Account' form with fields for 'Username (case sensitive):' (with a 'Forgot Username' link) and 'Password (case sensitive):' (with a 'Forgot Password' link). An example username 'X123456' is shown in the username field. A 'Continue' button is at the bottom of the form, and a 'Create a New Account' link with a plus icon is at the bottom right.

3. Now you are in your Student Homepage. Click on the cart icon in the top right corner to start "shopping" for courses.

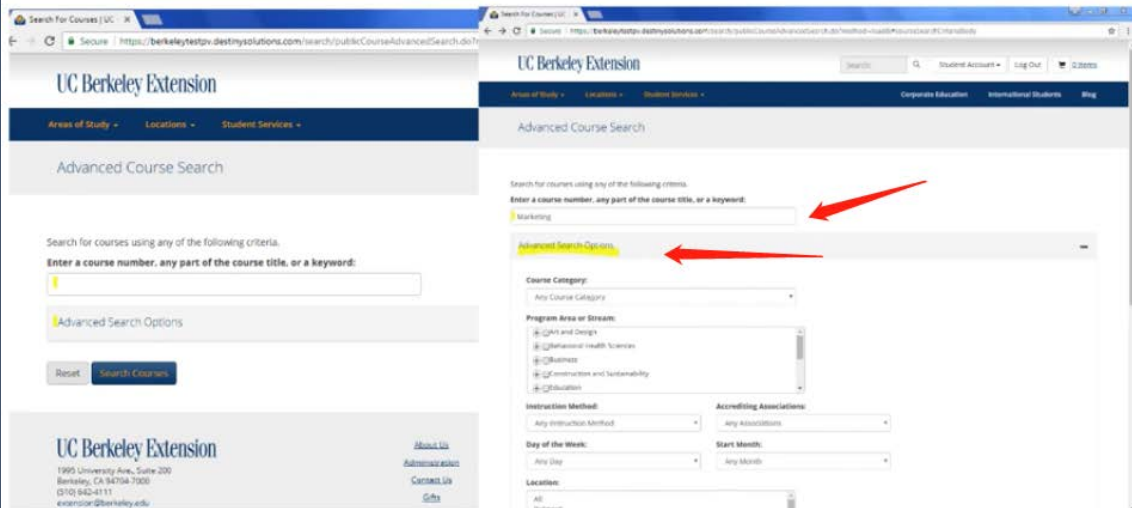


The screenshot shows the UC Berkeley Extension Student Homepage. The browser address bar displays the URL: <https://berkeleytestpsolutions.com/portal/student/studentHome.do?method=load>. The page features the UC Berkeley Extension logo and a navigation bar with links for Areas of Study, Locations, Student Services, Corporate Education, International Students, and Blog. A search bar and a 'Student Account' button with a 'Log Out' button and a shopping cart icon are in the top right. A red arrow points to the shopping cart icon. The main heading is 'Student Home'. Below it is a 'Welcome to your Student Portal!' message. The 'My Current Courses' section states 'You are not enrolled in any currently scheduled courses.' The 'Announcements' section lists various resources and services available for students.

4. Your cart would be empty. Click “Keep Shopping” to start searching for classes.



5. If you know the course number, title or keyword, you can type it in the box. If you don't have anything specific in mind yet, you can click on Advanced Search Options to explore courses offered.



6. For example, I'm trying to enroll into a Marketing course.

Course Search Results

To view the description, dates and times offered, and additional information about a course, click a course name below.

Refine Your Results

COURSE	Location	Delivery Options	Status
Advertising and Social Marketing BUS ADM X464.7			Not Available
Cooperating Communications for Marketing Professionals BUS ADM X417.9	Berkeley, San Francisco	Classroom	Available
Designing Marketing Materials for Startups and Businesses UNEX 1340			Not Available
Digital Marketing BUS ADM X464.6	San Francisco	Classroom, Online	Available
Direct Marketing in a Social Media Landscape BUS ADM X461.6			Not Available
Email Marketing for the Mobile Age and Modern Consumer BUS ADM 1216			Not Available
Free Information Session: Certificate Program in Marketing and Professional Sequence in Marketing UNEX 1046			Not Available
Getting Started With Content Marketing BUS ADM 1180			Not Available
Introduction to High-Tech Product Management and Marketing BUS ADM X448	San Francisco, Belmont	Classroom	Available
Introduction to Marketing BUS ADM X460.1	Berkeley, Belmont, San Francisco	Classroom, Online	Available
Introduction to Marketing Automation BUS ADM X418.4			Not Available
Managerial Marketing Communications BUS ADM X465.1			Not Available

*Things to note:

1. Check the **Course Title**
2. Location: **Berkeley or San Francisco?**
3. Delivery: Is it taught in a **classroom or online?**
4. Status: Is it still **available?**
5. Check if the course is taught in the **correct semester**

7. Read the course outline and choose a section you want to be enrolled in.

UC Berkeley Extension

Search

Student Account

Area of Study Locations Request Services Corporate Education International

BUS ADM X460.1 Introduction to Marketing

Get the foundational knowledge of marketing concepts, terminology and practices and how to apply them to current marketing situations to affect an organization's profitability. You learn about consumer, industrial and service marketing; selecting markets; product planning; pricing, distribution, and promotion; and the integration of marketing with other business activities, such as social media.

This course applies to the programs:

- Certificate Program in Business Ad
- Certificate Program in Leadership
- Certificate Program in Marketing
- Operational Program in Leadership

Notes

Departmental contact: ext@business@berkeley.edu

Course Outline

Course Objectives

- Understand the principles of marketing
- Analyze the four "P's" of the marketing mix
- Interpret customer relationships and value through marketing
- Evaluate the role of ethics and social responsibility in marketing
- Identify consumer behaviors
- Recognize market opportunities
- Develop a marketing program
- Write a marketing plan

What You Learn

- Marketing concepts and functions
- Marketing's role in for-profit and non-profit organizations
- Marketing mix
- Business-to-business (B2B) marketing
- Marketing research

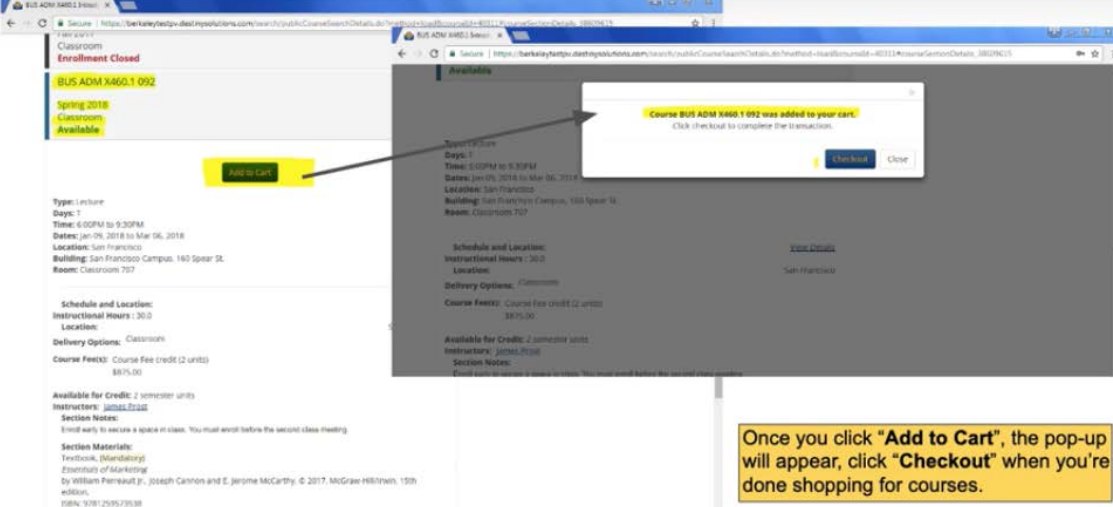
Sections

Show open and waitlisted

All Locations

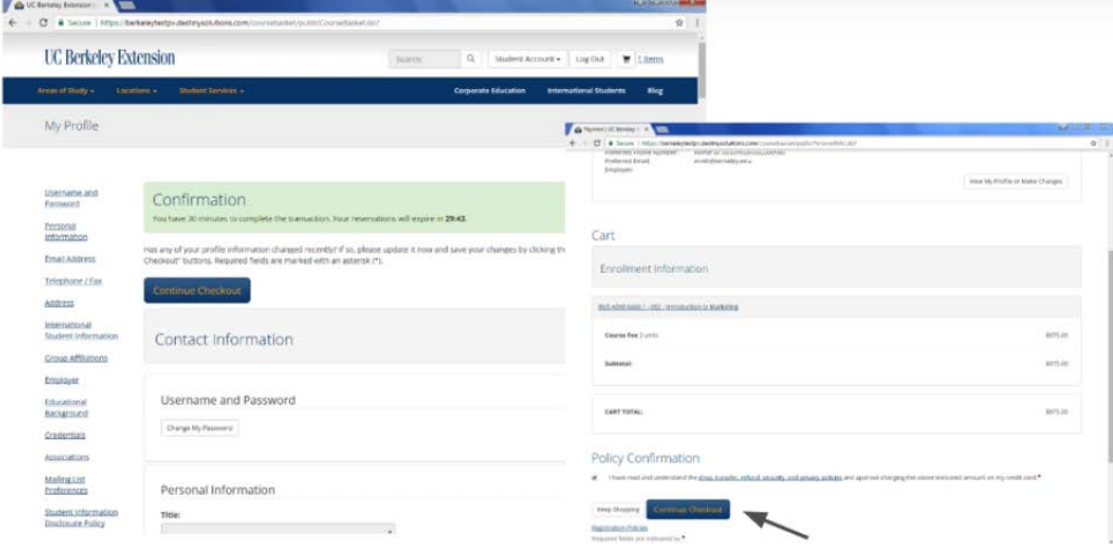
BUS ADM X460.1 085	Up Jan 17	Classroom	Enrollment Closed
BUS ADM X460.1 092	Spring 2018	Classroom	Available
BUS ADM X460.1 088	Spring 2018	Classroom	Available
BUS ADM X460.1 093	Spring 2018	Online	Available
BUS ADM X460.1 087	Spring 2018	Classroom	Available
BUS ADM X460.1 087	Spring 2018	Online	Available
BUS ADM X460.1 094	Spring 2018	Classroom	Available
BUS ADM X460.1 091			

8. Once you picked a course section, click on "+" and "Add to Cart".



Once you click "Add to Cart", the pop-up will appear, click "Checkout" when you're done shopping for courses.

9. You have 30 minutes to complete Checkout. On this page, you are required to enter your basic information. At the bottom, click "Continue Checkout".



SAF学生属于sponsored student, 无需自己付费

For self-pay students, please follow along with the next slide. For sponsored students, please ignore the next slide and I will go over your method after.

Sponsored Step 11: Payment method for Sponsored students

Since you are part of a group, choose the group that you belong to. For example, if you are an SAF student, choose SAF.

UC Berkeley Extension

Search: Student Account Log Out 1 items

Areas of Study Locations Student Services Corporate Education International Students Blog

Payment

You are an employee of the following employer(s) or a member of the following group(s). If this is incorrect, please update your profile or contact the UC Berkeley Extension for assistance.

- Study Abroad Foundation (SAF) (5000198)

Please select a payment method:

☐ Enroll me independently of any employer or group

☒ Enroll me with the following employer or group. Please invoice my employer or group the full amount.

Choose employer or group:

Study Abroad Foundation (SAF) (5000198)

Keep Shopping Continue Checkout

[Registration Policies](#)

Required fields are indicated by *

UC Berkeley Extension

1905 University Ave., Suite 200
Berkeley, CA 94704-7500
(510) 842-4111
extension@berkeley.edu

About Us
Administration
Contact Us
Site
Jobs

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Step 12: Continue Checkout

UC BERKELEY EXTENSION

Search [] Student Account [] Log Out [] \$1,380.00

Home of Study [] Courses [] Student Services [] Corporate Education [] International Students [] Blog

Payment

Successfully enrolled: once transaction is completed, you will get your receipt.

Profile Summary

Name: [REDACTED]
Preferred Address: [REDACTED]
Preferred Phone Number: [REDACTED]
Preferred Email: [REDACTED]
Employer: [REDACTED]

View My Profile or Make Changes

Cart

Enrollment Information

BUS 402 (WELL) - 002 - Introduction to Marketing	
Course Fee (3 units)	\$875.00
Subtotal:	\$875.00
CART TOTAL:	\$875.00

Policy Confirmation

I have read and understand the [app, website, website, and policy pages](#) and agree to paying the above indicated amount on my credit card.*

Keep Shopping **Continue Checkout**

UC Berkeley Extension

Search [] Student Account [] Log Out [] \$1,380.00

Home of Study [] Courses [] Student Services [] Corporate Education [] International Students [] Blog

Receipt

You will also receive a receipt by email.

Transaction No. 240122
Date Dec 1, 2017

The transaction was successfully completed. Please print this page for your records.

Cart

Enrollment Information

BUS 402 (WELL) - 002 - Introduction to Marketing	
Course Fee (3 units)	\$875.00
Subtotal:	\$875.00
CART TOTAL:	\$875.00

UC Berkeley Extension (240122) 002 - Introduction to Marketing

Extension Course Adjustment

Deadline: (depends on how many classes meet in the semester)

- If class has 5 or fewer meetings, must drop before the 1st class meeting
- If class has 6 or more meetings, must drop the day before the 2nd class meeting

Drop Fees: \$35

Procedure

- Self-pay: Add and drop in your Extension account portal
- Sponsored: Add in your Extension account portal, but email bga@berkeley.edu with full name, XID, and course number in order to drop

BGA Discover and Start Advising and Contacts

For specific advising support and meetings via phone or in-person, make appointments here: go.oncehub.com/BGA-Advising

For general advising and concurrent enrollment questions, email bga@berkeley.edu

For questions about visas, I-20s, housing, contact the International Student Services (ISS) Office: extension-intl@berkeley.edu

SAF 学生退 extension 课程需以邮件形式通知 bga@berkeley.edu 内容: 姓名, extension ID 及希望退掉的 extension 课程的 ID