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.

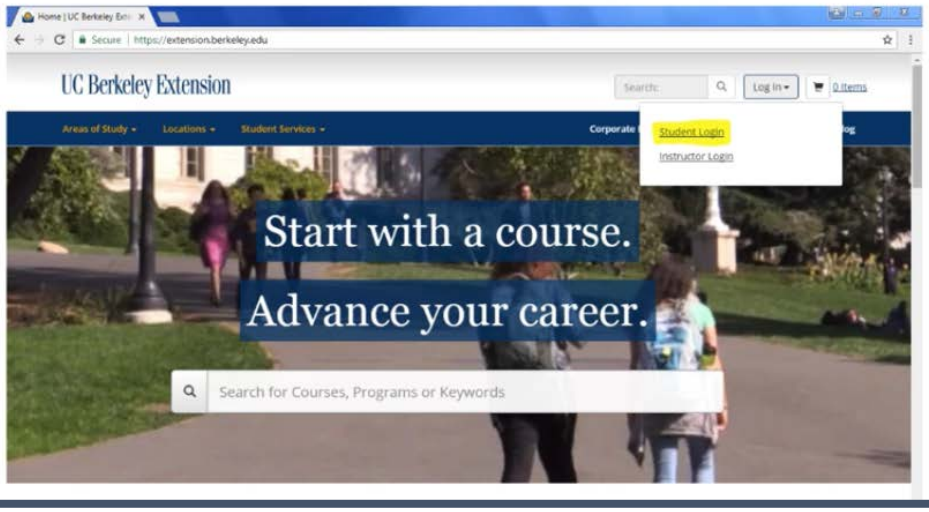
- Courses with 5 or fewer class meetings: You must add or drop until one day before the first class meeting.
- Courses with 6 or more meetings: You must add or drop until one day before the second class meeting.

**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.

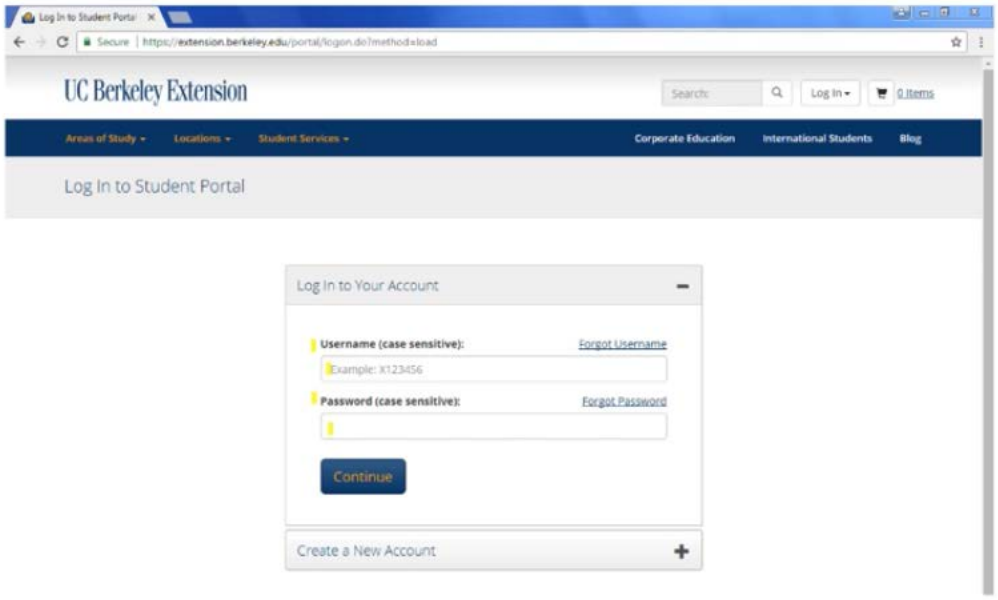
Extension Course Add/Drop Deadlines

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

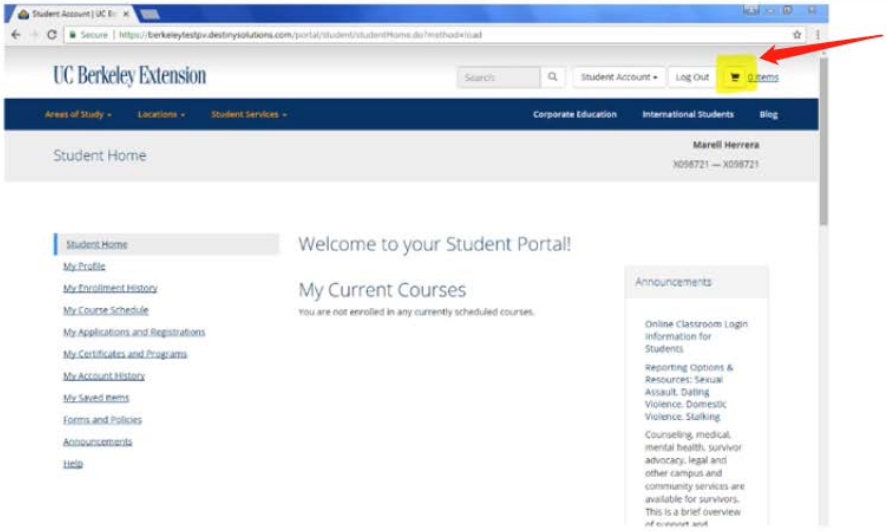
1. Go to extension.berkeley.edu and click on "Log In." Choose "Student Login"



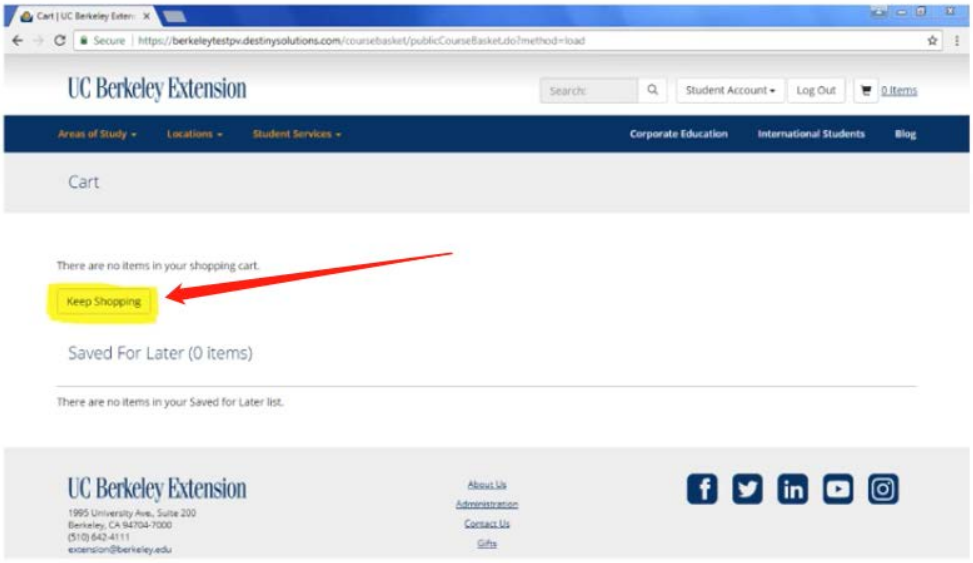
2. Enter your username (starts with an X) and password, then "Continue"



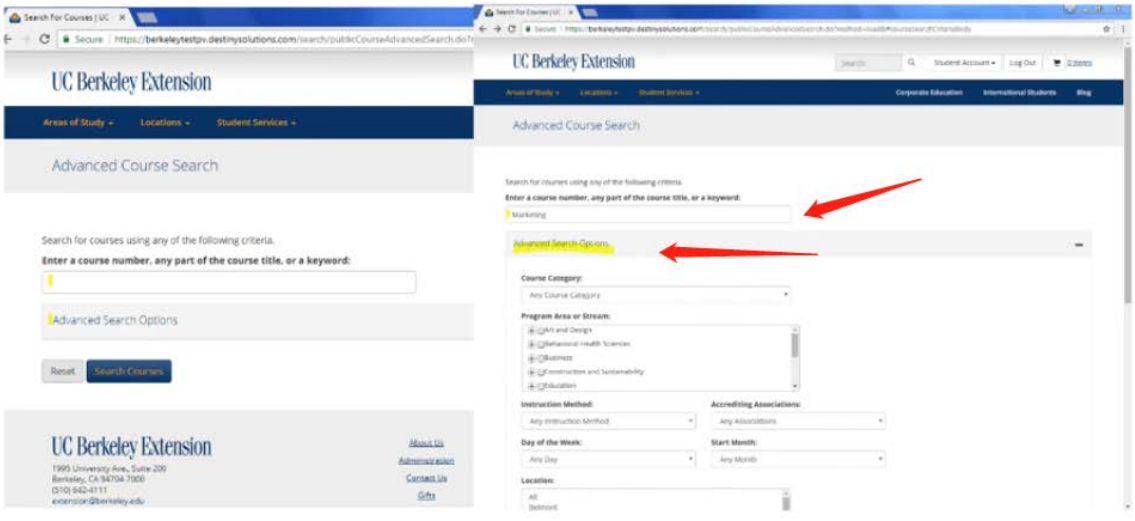
3. Now you are in your Student Homepage. Click on the cart icon in the top right corner to start "shopping" for courses.



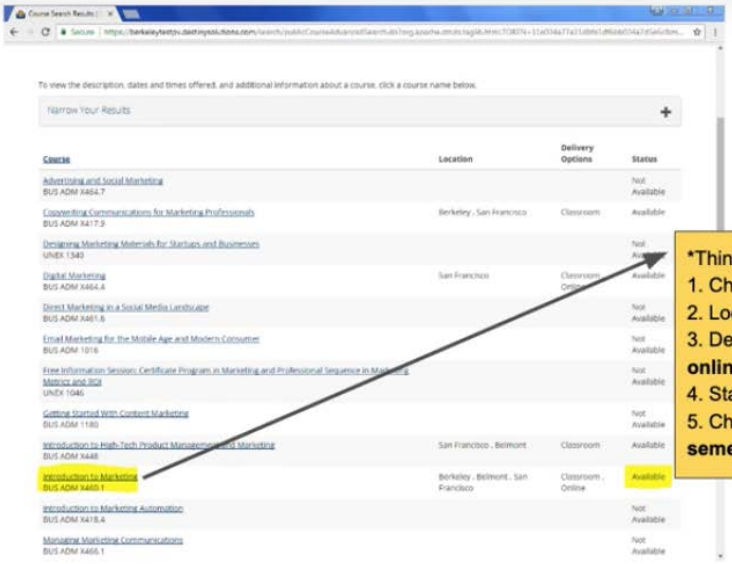
4. Your cart would be empty. Click “Keep Shopping” to start searching for classes.



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.

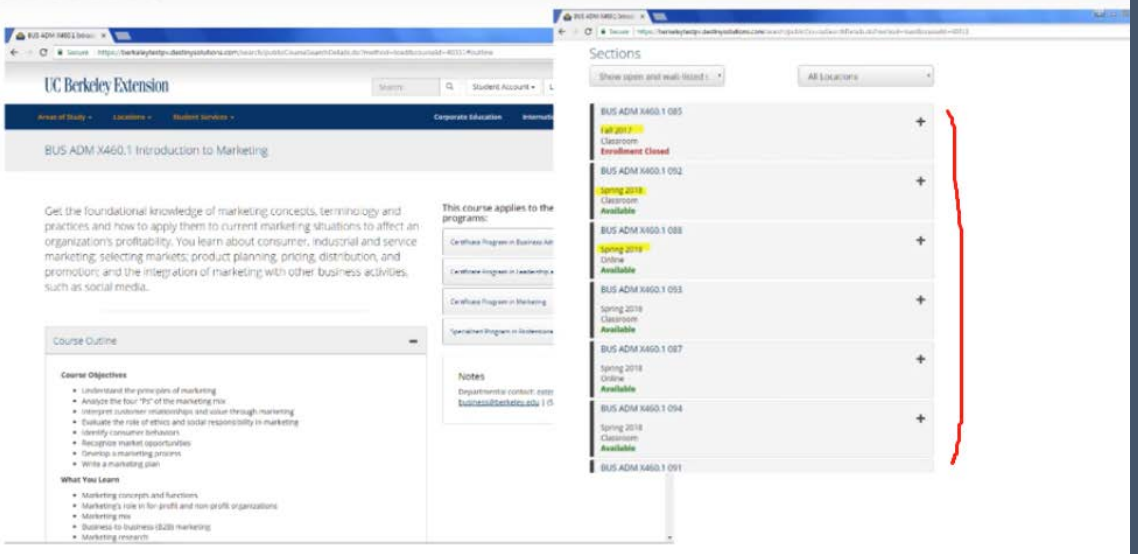


6. For example, I'm trying to enroll into a Marketing course.

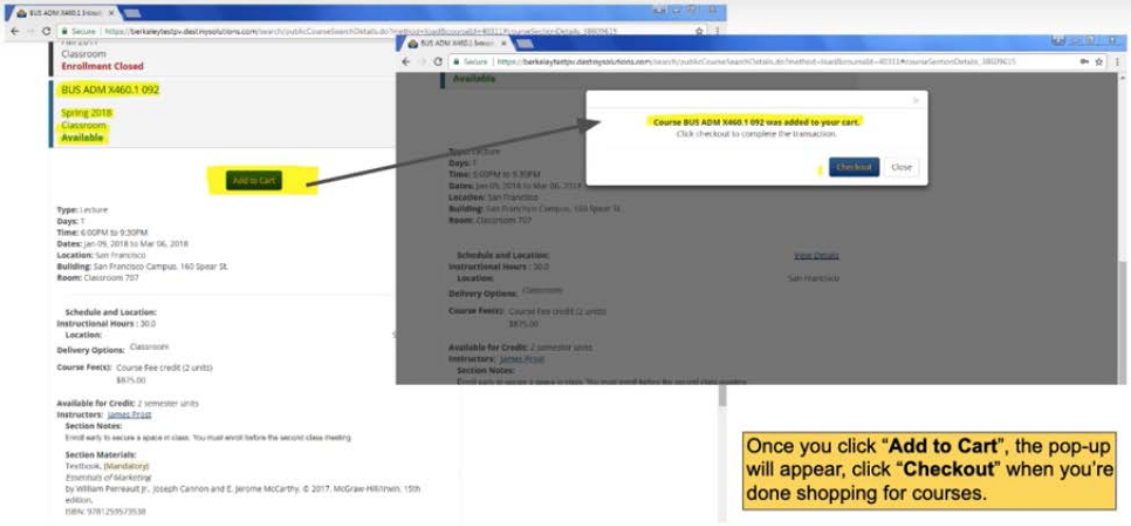


*Things to note:
1. Check the **Course Title**
2. Location: **Berkeley** or **San Francisco**?
3. Delivery: Is it taught in a **classroom** or **online**?
4. Status: Is it still **available**?
5. Check if the course is taught in the **correct semester**

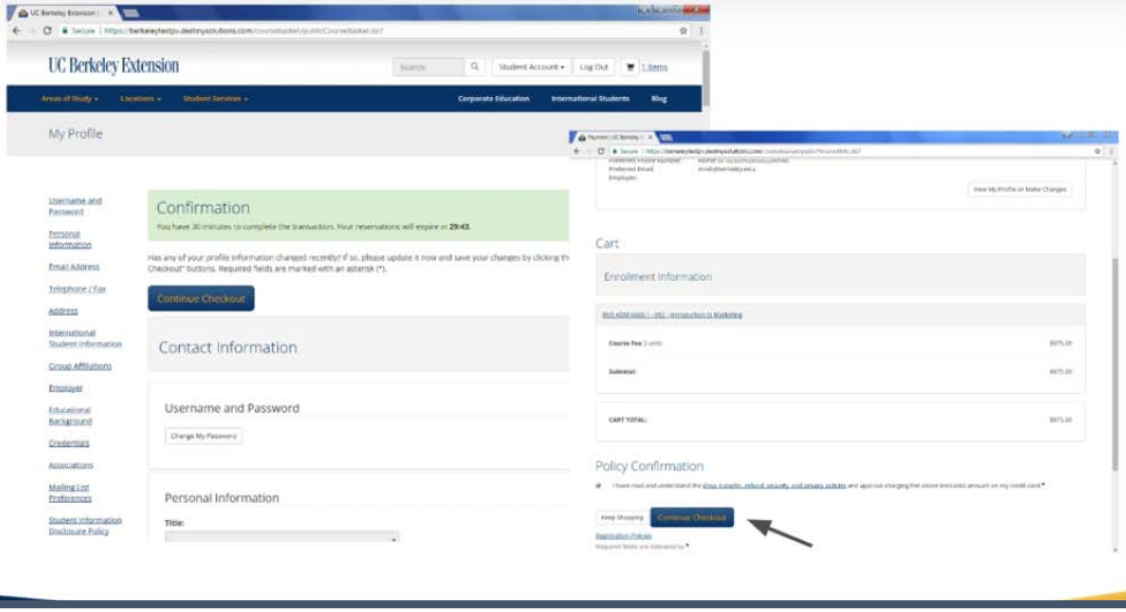
7. Read the course outline and choose a section you want to be enrolled in.



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



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”.

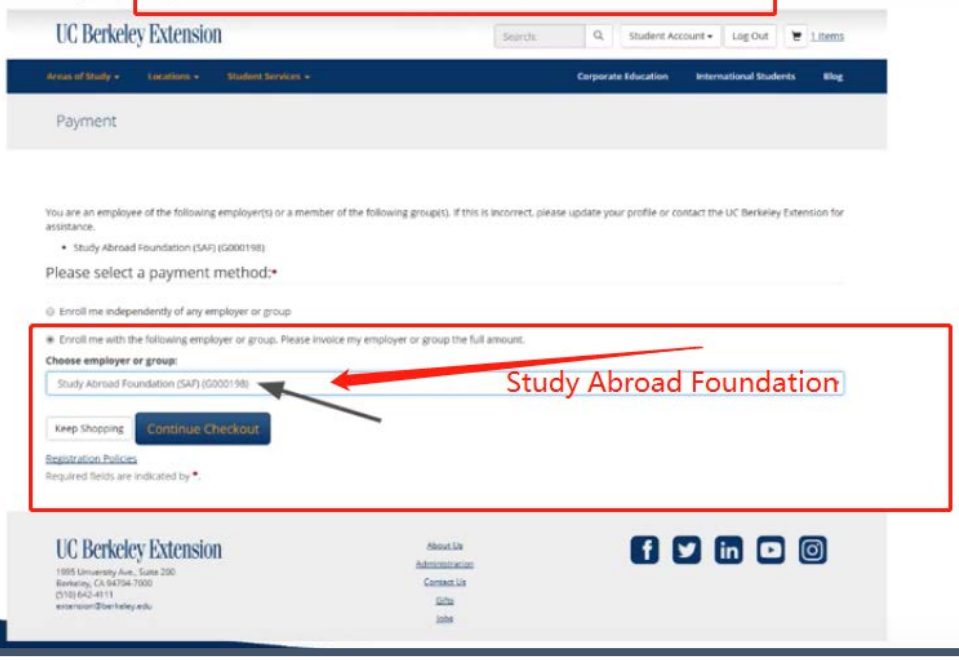


SAF学生属于sponsored student，无需自己付费

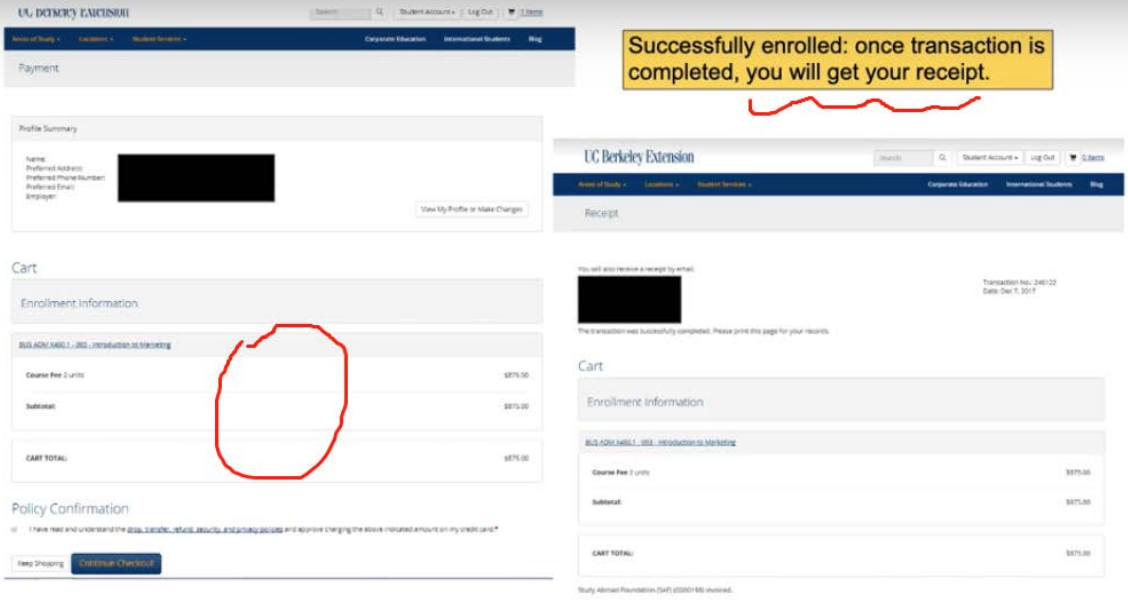
For self-pay students, please follow along with the next slide. For sponsored students, please ignore the next slide and I will go over your method after.

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.



Step 12: Continue Checkout



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