

Berkeley Summer Sessions



Affiliate International Student Guide 2021

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Introduction: International Affiliate Student Guide

Congratulations on your decision to take classes at UC Berkeley in the Summer of 2021!

We have put together this useful guide for our affiliate partners and their students participating in UC Berkeley Summer Sessions. This guide is designed to help students get the most out of their program with Berkeley Summer Sessions, but we could never capture the entire experience in one document. So we invite you to explore the many different opportunities and resources available on our website at <http://summer.berkeley.edu>.

Students will be responsible for following the deadlines and policies published on our website. Please take the time to read the website carefully especially the pages on [fees](#), [refund policy](#), [deadlines](#), [enrollment changes](#), and [academic policies](#). Please also be aware that information may change after the publication of this guide; the most current information is always updated on the website.

If you have any questions, please contact the [Summer Sessions Office](#). Here is our contact page: <https://sfall.zendesk.com/hc/en-us/requests/new>

PART ONE: Planning for your summer with UC Berkeley

Dates and Deadlines

Berkeley Summer Sessions offers classes in 7 different sessions for 3, 6, 8, 10, or 12 weeks. Application and registration deadlines are determined by session. To know when the session start and end dates are as well as application and registration deadlines, visit our website here: <http://summer.berkeley.edu/registration/schedule#deadlines>

You will be held responsible for following all deadlines posted on the website. **Be sure to check the deadlines before making any enrollment changes.** If you add, drop, or swap a class after the deadline, there may be non-refundable charges on your account.

Course Information

The section below has information about how to navigate the online course catalog, how to

choose Berkeley courses, how to determine if you meet course requirements, how to choose your grading option and more.

Berkeley Academic Guide

The Berkeley Academic Guide is where you can find detailed information about more than 700 classes that are offered each summer from over 80 different academic disciplines. The guide shows all courses currently approved to be taught at UC Berkeley, but not all courses are offered each session. To see a list of course offerings for a specific session, look up the Class Schedule here: <https://classes.berkeley.edu/> and filter your search by selecting “Summer Sessions” under the **Term** heading on the left side of the screen. You can also search for classes by subject on the Course Catalog page here: <http://guide.berkeley.edu/courses/>.

Course Level

The amount of difficulty of a course’s material is indicated by different levels of division or the number shown next to the course subject (Ex. MATH **54**, COMPSCI **61B**). To understand the division of courses , you can refer to our website about [course numbering](#). You will need to understand the course level to determine if you are eligible to take that particular course.

Online vs. Remote Courses

To prioritize the safety of our students and community during the coronavirus pandemic, UC Berkeley has made the decision to offer remote delivery of instruction for summer 2021. The majority of our in-person course offerings will be offered in an online or remote format. The differences between these two formats are provided below:

Online: These classes are asynchronous in format. This means that there are no lectures held in real time. The courses are broken into modules that need to be completed within a certain timeline. Students will have the freedom to login at their own convenient time and listen to lectures, view video clips, get reading assignments, post questions, take quizzes, participate in discussion sessions, and submit homework. Course material, as well as technical support, is available 24/7. The instructor and GSI(s) will also be available during virtual office hours that will be provided on the syllabus or at the start of the course. You can find a list of these courses through the Course Catalog when you filter for ”summer 2021” and “web-based” in the left hand column.

Remote: These courses were previously held in-person but have been approved for virtual remote instruction given the complications with the pandemic. The format of the course will be determined by the instructor and academic department offering the course and therefore the format will vary. Many courses will offer asynchronous options for students who are unable to

attend class meetings live. However, some classes will be synchronous in format, and will adhere to the scheduled lecture/discussion times listed in the [course catalog](#) unless otherwise noted. Please check the class notes in the Berkeley Academic Guide for details about mode of instruction.

How courses are offered is determined by the department offering the course. We encourage you to reach out to the department offering the course or the instructor directly if you have questions about course format. Please see the section titled “[How to Contact the Academic Department or Instructor of a Course](#)” for details.

Prerequisites

Students must check to make sure that they meet all prerequisites before enrolling in a course; otherwise, if they do not have the foundational knowledge needed, then it will be unlikely that they can keep up with the course and successfully complete it. For each class that you are interested in, look it up in the [Course Catalog within the Berkeley Academic Guide](#) to check for any prerequisite course requirements.

Course Questions

The Summer Sessions office does not provide academic advising about courses or have access to course syllabi.

If you have questions regarding a course, the prerequisites, syllabus, or course format, your best resource will be the academic department offering the course or the instructor. Please see the section titled “[How to Contact the Academic Department or Instructor of a Course](#)” for details.

Units

Most University courses are assigned a unit value. One unit represents an estimated three hours of work per week by the student, including both class attendance and preparation. Laboratory, discussion, quiz, or review sessions may or may not be given unit value. You may also estimate the number of hours a course will require by checking the “Hours & Workload” section when you search for a course in the [Berkeley Academic Guide](#).

Due to the shortened summer sessions, courses are accelerated. As a result, it is strongly **recommended that students take no more than two classes or 10 units per session**. Visit our website to learn more about [units including the maximum recommended units](#).

Grades

Each letter grade you get for completing a course is equivalent to a certain number of grade points, which will contribute to your GPA for the summer. Our website explains the [conversion of letter grades to grade points](#). You may select the grading option for each course you enroll in. **Please note that if you select Pass/No Pass or Satisfactory/Unsatisfactory instead of a Letter grade, it is unlikely that your institution will accept the course for transfer credit.** You may change your initial grading option any time **before** the posted deadlines. After the deadline, it will no longer be possible to change your grading option. You can find information on our website about [changing your grading option and a link to the change grading option deadlines](#).

Transfer Credit

All students enrolled for summer have an official UC Berkeley record and can [order an official transcript](#) showing classes taken and grades earned. You will take this record back to your home university for credit transfer, and if you choose to come to the US in the future for further education, you will report your grades from Berkeley Summer Sessions. Students seeking to transfer credit from UC Berkeley will need to work with their advisor at their home institution, as it will be at the discretion of the school to accept credit.

Course Syllabus

The Summer Sessions Office does not maintain course information and syllabi. Many departments and instructors can provide a sample syllabus from a previous semester if you require one to have the course approved at your home university.

To find a syllabus, first check the website of the academic department offering the class, as they sometimes have sample syllabi from previous terms available. If you are unable to find a sample syllabus, then you can contact the department or the instructor of the course. Please see the section titled “[How to Contact the Academic Department or Instructor of a Course](#)” for details.

Please be aware that UC Berkeley considers syllabuses to be intellectual property, and instructors are not required to provide a syllabus in advance of the class beginning. If you must have a syllabus before the class begins and one is not available for a course you want to take, you will need to select a different class.

How to Contact the Academic Department or Instructor of a Course

You can find the name of the department and a link to their website when you search for the class under *Class Schedule* in the [Berkeley Academic Guide](#), it will be listed next to the phrase “**offered through**”. From their website you can find their staff page or contact us page.

You can also find the name of the instructor listed in the [Berkeley Academic Guide](#) and then look them up in the [UC Berkeley Directory](#) to obtain their contact information.

International Student Requirements

- ***Online & remote students:*** No visa is needed and there are no minimum enrollment requirements; students may enroll in one or more classes in any or multiple sessions.
- ***All international students:*** Must meet the English Proficiency Requirement or enroll in ESL only courses.

For more information, please visit: <http://summer.berkeley.edu/international>

English Proficiency Requirement

The English Proficiency Requirement (EPR) is used to evaluate the English language proficiency of students whose native language is not English and who want to enroll in Berkeley Summer Sessions courses with subjects other than English as a Second Language (ESL). All students from countries in which the official language is not English are required to submit official evidence of English language proficiency unless they are exempt or qualify for an EPR waiver.

Please review the list of approved English proficiency tests, minimum scores, and criteria for EPR exemption and waiver requests on the [English Proficiency Requirement](#) webpage.

If you enroll in English as a Second Language courses only, then you do not need to meet the English Proficiency Requirement. Here is the list of [summer ESL courses](#).

One of the criteria for requesting an [EPR waiver](#), is if you attend a school in which the primary language of instruction is English. In this case, you may submit a waiver request with official documentation (school website or publication) and proof of enrollment that we can review for verification.

How to Submit the EPR Documents

Once you have applied and enrolled in classes, then you will need to complete the Visiting Summer International Student (VSIS) Form to submit your EPR documentation. If you are exempt from the EPR, you will not need to submit any EPR documentation when you complete VSIS. For instructions on how to access and complete the VSIS form, please see the section below titled “*VSIS Form.*”

VSIS Form

All visiting international students, including online only students, will need to complete the VSIS Form (Visiting Summer International Student Form) and submit their English Proficiency documentation. During our 2021 remote summer, this form is how we verify if you meet the English Proficiency Requirement. A link to the VSIS form will appear in your CalCentral incomplete Task list after you have enrolled in classes. If you are not enrolled in classes, you will not have access to the VSIS Form.

Because Summer 2021 will be held remotely, students will not require an I-20 document from UC Berkeley. Students may follow the instructions below to complete the VSIS form in order to submit their English Proficiency documentation.

VSIS Instructions for Online & Remote International Students:

1. Access the link to the VSIS form from the “Task” list in CalCentral (the link will only appear for enrolled students)
2. Upload your EPR documentation with a test score or waiver request
3. Respond to the following question in VSIS to indicate that you do not need an I-20 document and will not be applying for an F-1 visa:

What visa status will you use to attend UC Berkeley Summer Sessions?

select: "I will study online/remotely and I will not enter the U.S. (no visa required)"

What visa status will you use to attend UC Berkeley Summer Sessions?

I will study online/remotely and I will not enter the U.S. (no visa required)

Visitor (B) Status

Visa Waiver Program-ESTA

Dependent F-2 Visa Status

Other Non-Student Visa Status

This is a required field. Select at least one option.

Required Documents for VSIS

Online or remote only students will only need to submit their documentation for the [English Proficiency Requirement \(EPR\)](#).

Registration: Basic Steps

Below is a general summary of the registration steps. However, please make sure to review all of

the sections that follow this for more detailed information about each step. In addition, the [International Student Checklist](#) provides a much more comprehensive list of steps for before applying through the end of the summer term. *Please note that the Checklist does include instructions for on-campus students that online-only students may disregard.*

- 1) Review deadlines and policies on the [Summer Sessions website](#)
- 2) Complete the Summer Sessions Application
- 3) Follow email instructions to establish your CalNet ID to access the student portal, CalCentral
- 4) Enroll in classes
- 5) Pay the tuition and fees within 7 days of enrolling
- 6) Submit the VSIS form
- 7) Set up [mail forwarding](#) from your Berkeley email account

How to Apply

To apply to UC Berkeley Summer Sessions, you will complete and submit a short and simple online application on our website here: <http://summer.berkeley.edu/apply>. The application will become available to you during the priority application period, which is during the first two weeks of February. Some classes may fill up very quickly, so it is strongly recommended that you apply early in February during the priority enrollment period.

Application Tips

- 1. Students will need to create an application account before proceeding with the application.** Students simply follow the prompts from the landing page to create an account. This log-in is different from the CalNet credentials students will receive about 48 hours after submitting their application, which will give them access to the student CalCentral account.
- 2. There is no documentation required for completing the Summer Sessions application.** International students will submit their [test or waiver request](#) documentation for the English Proficiency Requirement (EPR) through the VSIS Form after submitting the application and enrolling in classes. A link to the VSIS form will appear in your CalCentral Task list after you have enrolled.
- 3. Take time to review the policies on the Summer Sessions website.** Before you submit the application, please read the [Deadlines](#), [Fees](#), [Refund Policies](#),

[Enrollment Changes](#), and [Academic Policies](#) pages as well as the [Student Code of Conduct](#) and [Campus Policies](#). To complete the application, you must indicate that you have read and agree to the Summer Sessions policies.

4. Be careful to complete the biographical information correctly.

You should have your passport easily accessible when filling out the application to reference it, if needed. When entering your name on the application, you will put your Surname in the *Last/Family Name section and your Given Name in the *First/Given Name section. The pictures below are examples.

2020 Berkeley Summer Sessions Application

Example 1

Berkeley Summer Sessions

If you have already submitted an application, **DO NOT SUBMIT ANOTHER APPLICATION.** If you need to change any information on you think there may be a problem, please contact our office at summer@berkeley.edu. If you submit a second application it will delay the process prevent you from enrolling in classes.

UC Berkeley Students
Please add summer classes in **CalCentral** and do not submit this application. If you do not have an active summer term to enroll in **CalCent** summer@berkeley.edu.

The information on this application will be used to create your student record. It is important that all the information

I have read the application instructions above

Biographic Information

*Last/Family Name (as it appears on your passport or official photo ID; use English alphabet only)

*First/Given Name (as it appears on your passport or official photo ID; use English alphabet only)

Middle Name (as it appears on your passport or official photo ID; use English alphabet only)



Surname, Given Name

Example 2

Wang, Hannah

=

Biographic Information

*Last/Family Name (as it appears on your passport or official photo ID; use English alphabet only)

*First/Given Name (as it appears on your passport or official photo ID; use English alphabet only)

Middle Name (as it appears on your passport or official photo ID; use English alphabet only)

When entering your date of birth, you will need to provide the month, day, and year in

that order.

5. Make sure to indicate that you are from an affiliate institution.

Students attending from an affiliate institution receive special benefits, including a two week early enrollment period. To receive these benefits, you must respond “yes” to the question, “*Were you assisted by an International Registration Center or Affiliate Institution/Partner University?*” and then select your institution from the drop-down menu. Otherwise, you will not be eligible to enroll early. We will verify the student lists with the university or registration center, so make sure to answer this question correctly.

6. There is no acceptance letter.

UC Berkeley has open enrollment during the summer term, and as a result, there is no formal acceptance or admissions letter. You will receive a confirmation email once your application is sent. Then within 2-3 days after submitting the application, you will receive an email with instructions to set-up your CalNet ID to access your UC Berkeley student portal, CalCentral.

7. Do NOT submit a second application!

If you think you made any mistakes on your application or if you experience any issues after you apply, contact the [Summer Sessions Office](#) for further assistance. If you submit another application, then your account will be frozen, and it will cause delays to your enrollment.

Setting up CalNet for Account Access

CalNet is the authentication system that we use at UC Berkeley to verify that a user is authorized to access various online accounts and systems. Your CalNet credentials will allow you to log into your student portal (Cal Central) and access other services such as bMail, bConnected, Library resources, and more. You will be sent an email with information about how to create your CalNet ID and Passphrase as soon as your Summer Sessions application is processed through the campus system. **If you do not receive this email within 48 hours of submitting your application, contact the [Summer Sessions Office](#).** Once you have set up your CalNet credentials, then you will be able to access CalCentral to enroll in classes.

CalNet 2-Step Verification

CalNet 2-Step Verification helps to ensure that you are the only person that can access your CalNet account, even if someone gets your password. You will log in using your CalNet information and, as a second step, reconfirm your identity using a verification device of your choosing, like a cell phone or tablet. [Here's how it works](#). **Make sure to print out your back-up**

passcodes and keep them somewhere you can easily find them as you will need them if you don't have your verification device.

- How to enroll a Verification Device: <https://calnetweb.berkeley.edu/calnet-2-step/how-enroll-device>
- How to do the 2-step verification: <https://calnetweb.berkeley.edu/calnet-2-step/do-2-step>
- Tech Support: <https://calnetweb.berkeley.edu/it-help-desk-and-calnet-support>

Berkeley Email Account

Once you can access your student portal, CalCentral, you will need to set up your Berkeley email account. All campus communication will be sent to your Berkeley email account, including emails regarding housing, enrollment, billing, and records. If you do not plan to check your Berkeley email **daily**, please make sure to set up mail forwarding to your personal email account. [Here are instructions for how to set up mail forwarding.](#)

It is very important that you read every email that comes from UC Berkeley from when you register through the end of the term as there may be urgent information related to your student account. Please keep in mind that access to your CalCentral and Berkeley email account will expire 120 days after your session ends.

Enrolling in Classes

Once you have set up your CalNet ID and Passphrase, you will be able to access CalCentral at <http://calcentral.berkeley.edu>. CalCentral is a one-stop student information system where you are able to enroll in classes, pay registration fees, view course grades, and edit your contact information. You will enroll in classes from the “My Academics” tab.

After enrolling, you must complete the Task list and read all Notifications on your Dashboard in CalCentral.

bCourses

Students enrolled in Summer Sessions courses will be able to access course information (syllabus, assignments, etc.) via [bCourses](#), typically on the first day of your enrolled Session. bCourses is the learning management system used at UC Berkeley, using the Canvas platform. Please click on the links below for resources and tutorials for using bCourses.

- [bCourses resources for students](#)
- [Canvas platform overview video](#)

Waitlist

Classes are filled on a first-come, first-served basis. Once class enrollment reaches its limit, a waitlist is opened. Students on most waitlists are automatically enrolled in order as space becomes available.

Notification about the change in waitlist position is sent to your berkeley.edu email account (or bmail). It is strongly encouraged that you set up [mail forwarding](#) from your bmail account to an email account you check daily so that you do not miss the waitlist notification or any other important communications from Berkeley. If you are on the waitlist for a class, you are responsible for monitoring your enrollment and should check your enrollment daily in CalCentral under the “My Academics” tab.

If you are not added to your waitlisted class by the time that the session begins, it is recommended that you **either drop yourself from the waitlist or reach out to the instructor to discuss if it is likely that you will be added to the class.**

If you are on the waitlist for a class and no longer wish to be enrolled, make sure to **drop yourself from the waitlist through CalCentral.** Otherwise, you could be automatically enrolled and you will be held responsible for the tuition of the course. If you are only enrolled in a waitlisted course(s) you will need to submit a withdrawal request via CalCentral to drop the course(s).

Enrollment or Class Changes

If you need to change any of the classes you originally enrolled in, you will be able to do so through [CalCentral](#). **Before making a change**, please [review the enrollment changes section of our website](#) and the [Summer 2021 deadlines](#).

There are strict deadlines for making enrollment changes. If you do not take action before the posted deadline, you may not be able to make the change. In cases where you are allowed to make a change after the posted deadline, the tuition may be non-refundable and/or you may be charged additional fees.

Important Notice: Before making any enrollment changes by swapping, dropping, or adding class(es), make sure to check the [Summer Sessions Deadlines](#) and keep in mind that course tuition is **non-refundable after the [deadline to drop and receive a refund](#)**. If you have any

questions about the deadlines, making enrollment changes, the swap function, or tuition credit, please contact [Summer Sessions](#).

Cal 1 Card Photo Upload

To complete your student profile in CalCentral, you will need to submit a compliant photo without any enhancements or filters, here are the photo submission [guidelines](#).

For more information about submitting your photo, visit the Cal 1 Card website here: <https://cal1card.berkeley.edu/c1cphoto>.

Fees

International students are defined as "non-immigrant" visitors who come to the United States temporarily to take classes or take online courses virtually from anywhere in the world. Visiting international student fees are charged to all students with non-immigrant status. Visit our website to [determine if you are an international student](#) and for [information about international tuition and fees](#).

Drop for Non-Payment Policy

You must pay your tuition and fees within **7 days of enrolling in classes** otherwise you will be **dropped** from your courses for non-payment.

The Drop for Non Payment process runs **only up to 1 week prior to the beginning of each session**. Adding or enrolling in a class just before the class begins or during the first week of the session means you accept financial responsibility and are solely responsible for dropping it before appropriate deadlines if you do not plan to attend.

How to Pay Fees

To pay your fees login to CalCentral and go to the "My Finances" tab. Once there, you can review your billing summary and click on "View Transactions" to view your Unpaid Balances or your Payments. Then click the "Make Payment" button on the left side of the page to complete your payment transaction. You will be able to pay by credit card (which will add a small non-refundable convenience fee to your bill), by [Flywire](#) (which offers local payment options), or by [Western Union's International Funds Transfer \(IFT\)](#).

You can learn more about the various payment options available to you on the Student Billing [website](#).

Cancellation or Withdrawal

What is Cancellation? Cancellation means dropping all enrolled and/or waitlisted classes in all sessions **before** the cancellation deadline of your first session. For **Summer 2021 only**, the \$100 [Cancellation Fee](#) as detailed on our [2021 International Visitors Fees](#) page will be waived given the unprecedented circumstances of the coronavirus pandemic.

What is Withdrawal? Withdrawal means dropping all enrolled and/or waitlisted classes in all sessions **after** the cancellation deadline of your first session. Tuition may be refunded if classes are dropped before the refund deadline, but all other fees may be non-refundable. For **Summer 2021 only**, [refund deadlines](#) have been extended to the second week for sessions A, B, C, D and 12-week (but not for the 3 week sessions, E and F).

How to Cancel or Withdraw

1. Log into your [CalCentral account](#)
2. Select “*Add a Withdrawal Request*” under the **My Dashboard** tab (form is located in the bottom right-hand corner). Please note that you must submit one Withdrawal Request per each session you are enrolled in or have waitlisted classes.

Further information about cancellations or withdrawals can be found on our website here: <http://summer.berkeley.edu/enrollment-changes/dropping-all-your-courses>.

PART TWO: Remote Campus Experience at Berkeley

Remote Campus Resources

Newsletters

There will be 2-3 newsletters with resources, important reminders, and engagement opportunities per session that will be sent out to students through their UC Berkeley email.

Orientation Webinars

Orientations will be held the Thursday prior to the start date of each Summer 2021 session. There will be an orientation sign-up page sent through the Summer Session newsletter where students can register for the orientation of their first enrolled session. The dates for all Orientation Webinars are listed below:

- Session A & 12W: Thursday, May 20th, 5-6 PM PST
- Session B: Thursday, June 3rd, 5-6 PM PST

- Session C: Thursday, June 17th, 5-6 PST
- Session D & F: Thursday, July 1st, 5-6 PST
- Session E: Thursday, July 22nd, 5-6 PST

Student Learning Center

The SLC is the undergraduate academic support unit at UC Berkeley which offers free tutoring, language exchange, and writing workshops. You may find details about their academic support services on their [website](#) and view their [student success tips and resources](#).

Library Resources

The UCB Library has updated its services and resources to better support students in a remote setting including digital access to course readings and videos. Updated resources provided by the UCB Library are frequently updated [here](#). In addition, free, digital access to course readings and videos can be found through the [e-reserves service](#). You can ask your course instructor whether the material will be available via e-reserves, which will provide you with free access to the required materials.

University Health Services

University Health Services offers psychological services to support mental and emotional well being through the Tang Center. If you experience symptoms of stress (low energy, insomnia, upset stomach, appetite changes, or frequent sickness), UC Berkeley has several resources to support you! Check out the [UHS website](#) for more information about health services and review the helpful health resources listed below.

- [UHS Be Well](#): Tips and helpful resources on how to be well while taking UC Berkeley courses.
- [Berkeley Recalibrate One-Click Mode](#): Easy format that breaks down big issues into simple questions that students can click through to find the answers they need.
- [Self-Care Tips](#): PDF document highlighting the mental, physical, and social elements of wellness.
- [Therapy Assistance Online](#) (TAO): Online library of engaging, interactive programs that help you learn life skills and bounce back from disappointments and stumbling blocks.
- [Path to Care Center](#): Confidential support services, prevention, and urgent support for survivors of sexual violence, harrasment, and stalking.

Remote Engagement Opportunities

Virtual Student Portal

All visiting students will have access to our virtual portal space with Summer Sessions resources as well as fun Berkeley games and challenges. Information about our live engagement opportunities will also be available through our portal.

Live Workshops

To support students' professional and academic goals, the Student Services team has created live, online workshops which will be offered several times throughout the summer term with topics such as Communication, Wellness, Student Success, and Career Planning. We encourage you to sign up and attend!

Mentorship Program

Interested visiting students may apply to be matched with a Berkeley peer mentor and be a part of a small cohort of other mentees. The program will support the mentee's success at Berkeley and provide opportunities for community building, connection, and reflection. All enrolled visiting students will receive more information about the Mentorship program via email. The application will open at the end of March and close at the end of April 2021.

Academic Expectations

In order to be successful in your classes, it is important to be aware of the academic policies and norms at Berkeley.

Academic expectations and culture in the United States may be quite different from those in your home country. Please see the [resources on the Berkeley International Office website to help you adjust](#). We recommend that you read the **Classroom Culture and Expectations**, **Understanding a Syllabus**, and **Office Hours** sections to fully understand the expectations and resources available to you. Spending time reading these and the resources below could make a big difference in your success at Berkeley.

Academic Integrity

Academic integrity refers to the university's high standard for honesty and giving credit in your academic work. The [Code of Student Conduct](#) outlines policies related to academic integrity. And the Berkeley International Office website details [examples of plagiarism, how to avoid academic dishonesty, and provides a link to UC Berkeley's Honor Code](#). Berkeley also provides useful

infographics with tips on how and when to [collaborate](#), how to [cite your sources](#) appropriately, and how to [research effectively](#).

Online Integrity

As an online UC Berkeley student, you are obligated to act with integrity and to uphold the [UC Berkeley Honor Code](#) with all assignments and remote exams. Disciplinary action for academic dishonesty, cheating, or violating the honor code may result in an “F” grade for the exam or the course, or referral to the Student Conduct Office for further disciplinary action, possibly including expulsion. If you have any questions about how exams will be administered, please contact your professor or the department offering the course directly.

Attendance and Participation

At UC Berkeley, we believe that active learning requires participation and, in fact, participation may be a percentage of your total grade in the course. At a minimum, participation requires attending class and discussion or lab sections as well as submitting assignments. It also includes active engagement in the course through written response papers, sharing in class, verbal or written conversations with professors & Graduate Student Assistants (GSIs), as well as actively using bCourses.

If you have never been expected to participate in class in these ways before or if you are naturally shy, it can be difficult to start a habit of participating in class. Not to worry, the Berkeley International Office has an infographic with tips about [how to get more comfortable with participating in class](#).

Initiative and Ownership for Student Success

There are many people and offices here at UC Berkeley to support you, but ultimately, you are in charge of your own education and experience. If you have a problem or a question, it is up to you to seek a solution. Be assured that there is somebody here who can help you, but they will not know you need help until you ask. The same is true for your classes. **You are responsible for knowing the deadlines, prioritizing and staying on top of your work, and keeping track of your progress.** Read some [tips for academic success](#) on the College of Letters & Science website. There are additional [study and success strategies](#) on the Berkeley Student Learning Center website.

Equity, Diversity, and Inclusion

UC Berkeley has a long history of advocating for human rights through civic leadership in its student body. We are committed to being vigilant to ensure that all members of our campus community, regardless of race or country of origin, feel welcome, safe and respected. In order to

continue fostering a more equitable and inclusive environment at UC Berkeley, the Summer Sessions team has provided links below for resources to help students feel supported and heard.

The [Division of Equity & Inclusion](#) provides leadership, accountability & programs to the UC Berkeley campus in integrating equity, inclusion, and diversity into all aspects of university life

Berkeley Diversity also created a resource page called [How to Create Healthy Virtual Environments](#) which has resources and toolkits for participants in virtual classrooms and meeting spaces.

Principles of Community

Campus culture and maintaining a fulfilling and healthy student life are important at CAL. We have [Principles of Community](#) that define our values and how we expect to treat each other. These are seven statements that declare how the university commits to fostering an atmosphere of respect, defends the right to free speech, and expects all community members to uphold a safe and humane environment so that the practices of teaching, research, and public service can thrive.

PART THREE: Campus Contacts & Helpful Websites

Campus Resources and Contacts

There are many resources available to help you with various aspects of your summer sessions experience. See the list below for some of the most frequently contacted offices and resources.

[Berkeley Summer Sessions](#) coordinates many aspects of the summer experience at UC Berkeley. The [Berkeley Summer Sessions](#) website is full of important information regarding application, enrollment, courses, fees, deadlines, refunds appeals, housing, and much more. Our office is your primary point of contact for all general questions.

How to Contact Summer Sessions:

Students have multiple options available to virtually contact the Summer Sessions Office. First, you can complete our short inquiry form on the [Contact Us](#) page of our website to be connected with a Student Services Advisor through email. When you submit the form it will open a ticket with our office and be assigned to an advisor to resolve your case.

You can also schedule a [Virtual Advising Appointment](#) to meet with an advisor or a student assistant. Student assistants are happy to help with general inquiries about deadlines or

information on the website, whereas advisors can answer more detailed questions about your unique situation.

Berkeley International Office (BIO) provides visa advising and I-20 document processing services to non-immigrant students and scholars. The [Berkeley International Office](#) works closely with Summer Sessions to assist international students who are coming to the U.S. on F-1 and J-1 student visas. This is the office you will contact if you have questions about the I-20 document from UC Berkeley or F-1 visa regulations.

Cal Student Central is where UC Berkeley and visiting students can talk with a staff member to resolve administrative issues. [Cal Student Central](#) is your destination for resolving issues related to fees and billing, payments, refund checks, or records inquiries.

Office of the Registrar supports students, alumni, faculty, and staff with class enrollment & registration, fee assessment, verification of registration/graduation, maintaining privacy of student records and helping to coordinate the sending of student transcripts. You may [order electronic or paper transcripts](#) from the Office of the Registrar online.

Transcripts:

Once grades are recorded for the summer, you will see them posted in CalCentral under the “My Academics” tab. As soon as your grades appear, transcripts may be ordered online directly from [Transcripts Plus](#).

You may order an electronic or paper transcript. The mailing address and delivery options are at your discretion. Please be aware some delivery options cost more money. If you are mailing your transcript internationally, it is recommended that you select **express mail** so that you will receive a tracking number. There is **no tracking number for first class mail**, and as a result, it can get lost in the mail.

Helpful Websites

Summer Sessions Website:

<http://summer.berkeley.edu/>

Summer Sessions Deadlines:

<http://summer.berkeley.edu/registration/schedule>

[CalCentral](#) is the online system where students access student information. You will visit CalCentral to enroll in and make changes to courses, check your bill, pay outstanding fees, and

much more. Here is the link: <https://calcentral.berkeley.edu/>

[CalNet](#) is the online security system where members of the UC Berkeley community can create and manage their single-sign-on to access many UC Berkeley online services and programs. Visit their website here if you are having any issues logging in or accessing your accounts:

<https://calnetweb.berkeley.edu/>

International Student Resources:

- International Student Checklist:
<http://summer.berkeley.edu/international/international-checklist>
- Summer Visiting International Student Tutorials (for on-campus students):
<https://internationaloffice.berkeley.edu/students/summer/tutorials>
- International Student Fees:
<http://summer.berkeley.edu/international/registration-fees>
- English Proficiency Requirement (EPR):
<http://summer.berkeley.edu/international/english-proficiency-requirement>
- Full-Time Enrollment Requirements (for on-campus students):
<https://internationaloffice.berkeley.edu/students/summer/full-time>

Academic Resources:

- The Berkeley Academic Guide
 - Class Schedule (*to search classes*): <https://classes.berkeley.edu/>
 - Course Catalog (*to check for prerequisites*): <http://guide.berkeley.edu/courses/>
- The Campus Directory (*to look up instructor contact information*):
<https://www.berkeley.edu/directory>
- Enrollment Changes:
<http://summer.berkeley.edu/international/enrollment-changes-for-international-students>

PART FOUR: Application and Enrollment Guides

Application Guide: How to apply to Summer Sessions and create your CalNet ID

The first step to applying to UC Berkeley Summer Sessions is to go to summer.berkeley.edu/apply and click on "Apply for Summer Sessions".

- Registration for students from affiliate institutions opens on February 1, 2021.

Below, you will find screenshots of the application with notes for your reference.

2021 Berkeley Summer Sessions - Application

Berkeley Summer Sessions

If you have already submitted an application, **DO NOT SUBMIT ANOTHER APPLICATION.** If you need to change any information on your previously submitted application or think there may be a problem, please contact our office at summer@berkeley.edu. If you submit a second application it will delay the processing of your application and may prevent you from enrolling in classes.

UC Berkeley Students

Please add summer classes in **CalCentral** and do not submit this application. If you do not have an active summer term to enroll in CalCentral, please contact our office at summer@berkeley.edu.

The information on this application will be used to create your student record. It is important that all the information provided is accurate.

*I have read the application instructions above

Continue

Biographic Information

*Last/Family Name (as it appears on your **passport or official photo ID**; use English alphabet only)

Hinterseer

*First/Given Name (as it appears on your passport or official photo ID; use English alphabet only)

Hansi

Middle Name (as it appears on your passport or official photo ID; use English alphabet only)

*Gender

- Female
 Male
 Decline to State

*Birthdate

March 6 1942

*Have you graduated or will you graduate from high school by June 22, 2020?

- Yes
 No

*Have you attended UC Berkeley before?

- Yes
 No

*Have you applied for admission to UC Berkeley for Fall 2020?

No, I have not applied for admission

Note that you must enter your name as listed on your passport. Please do not enter any non-English characters (umlauts, accents, or any other foreign characters).

*Permanent Address (use English alphabet only)

Country

Germany

Street

Weintraubengasse 24

City

Munich

Region

Bavaria

Postal Code

10032

This is your home address in your home country

*Is your mailing address different from your permanent address?

Yes

No

*Primary Phone Number

Start with + and Country Code if entering a non-U.S. phone number

+1 707-373-7499

Alternate Phone Number

Start with + and Country Code if entering a non-U.S. phone number

Please enter an email address that you check regularly. All communication regarding your application will be sent to this email address.

*Primary Email Address

hansi@hinterseer.de

*Confirm Your Email Address

hansi@hinterseer.de

Please be sure to enter an email address that you check regularly before you arrive to Berkeley, while you are in Berkeley, and once you return home.

*Were you assisted by an International Registration Center or Affiliated Institution/Partner University?

Yes

No

If you are coming from an affiliated institution or partner university, you must select YES to this question, and select your affiliated group.

*Please select your Registration Center or Affiliated Institution/Partner University

Bertelsmann Group

*I authorize Berkeley Summer Sessions to release my enrollment and financial information to the institution selected above.

*What is your current citizenship?

U.S. Citizen

U.S. Permanent Resident

DACA/DACA Eligible

Dual US Citizenship (one of which has to be a US citizenship)

Non-US Citizen

Don't forget to check to box which authorizes Berkeley Summer Sessions to release your enrollment and financial information to your institution!

The deadline for international students to submit a visiting student application for Session A & 12W has passed. If you are hoping to enroll in a future session, you may proceed with the remainder of the application. Please see Summer Sessions Schedule for more information on deadlines.

Which country's citizenship do you hold?*

Germany

Emergency Contact 1

*First Name

Angela

*Last Name

Merkel

*Relationship

Mother

*Primary Phone Number

Start with + and Country Code if entering a non-U.S. phone number

+1 858-645-8373

Alternate Phone Number

Start with + and Country Code if entering a non-U.S. phone number

*Email Address

bundeskanzlerin@deutschland.de

You must provide information for two separate emergency contacts.

Educational Information

*Are you currently enrolled at another UC campus as a matriculated, degree-seeking, student? (Current UC Berkeley students should enroll via CalCentral)

- Yes
 No

*Are you currently an enrolled college student?

- Yes
 No

*Name of the University or school you currently attend

TU Munich

*Have you received Bachelor's degree or equivalent?

- Yes
 No

If you are currently pursuing an undergraduate degree (Bachelors level), you must select "No" to the question on receiving a Bachelor's degree. If you select "Yes", you will be considered a graduate student (Masters/PhD level).

Please consider this question carefully as once the application is complete, this aspect of your student record cannot be updated. Selecting Yes to the above question means your coursework and its **evaluation** at Berkeley Summer Sessions will be considered to be at a graduate level (i.e. you are no longer an undergraduate). It does not mean you are a graduate student, nor pursuing a Master's or Doctorate degree. Selecting No to the above question means your coursework and its **evaluation** at Berkeley Summer Sessions will be considered to be at an undergraduate level.

Collection and Release of Information

The information you provided on this application is used solely to establish and maintain your student records at UC Berkeley.

In case of an emergency, all or relevant information will be released to appropriate parties connected with the emergency.

*I have read and acknowledge the information above.

Terms and Conditions

I understand that I am subject to the terms of all Berkeley Summer Sessions policies published on the website including, but not limited to, the **non-refundable \$100 Cancellation Fee**:

- Deadlines
- Fees
- Refund Policies
- Enrollment Changes
- Academic Policies

*I have read and accept all policies.

I am responsible for making full payment of fees within 7 days after enrolling in classes and **accept the financial responsibility** for any charge(s) I fail to remove by taking actions within appropriate deadlines.

*I acknowledge and agree to the above.

I understand that the admission to Berkeley Summer Sessions is conditional on compliance with University policies and may be revoked at the discretion of the Dean of Summer Sessions, Study Abroad & Lifelong Learning in accordance with the [Code of Student Conduct](#).

*I have read and accept the Code of Student Conduct.

Submit

Once you click submit, your application will be accepted. You will receive an email within 48 hours that has instructions to set up your CalNet identity so you can access CalCentral and enroll in classes. If you do not receive the CalNet email within 48 hours of submitting the application, go to our [Contact Us](#) page to submit an inquiry

CalCentral Guide: How To Check Your Finances & Pay

CALCENTRAL My Dashboard My Academics **\$ My Finances** My Campus 31 Hannah

CalCentral Update ▲ CalCentral will be unavailable from 5-11AM on 1/27/19 for a system update. [Learn More](#)

My Finances

Billing Summary		View Account Details
Amount Due Now <small>Includes Past Due Amount of \$ 3,038.00</small>	\$ 3,038.00	
Account Balance <small>Includes charges not yet due</small>	\$ 3,038.00	
Make Payment		
View Official Monthly Statement		

Financial Aid and Scholarships

You do not currently have any Financial Aid information ready to view. Please check [Financial Aid & Scholarships](#) or contact [Cal Student Central](#) for more information.

Financial Resources

Billing & Payments

- Payment Options
- Billing FAQ

Cal 1 Card

- Debit Account
- Meal Plan Balance
- Learn about meal plans

Summer Sessions

- Summer Fees
- Canceling and Withdrawing from Summer
- Summer Schedule & Deadlines
- Summer Sessions Website

Your Questions Answered Here

- Cal Student Central

How to view or download your billing statement:

CALCENTRAL

My Dashboard My Academics **My Finances** My Campus

To view your billing summary with payments and charges, click "View Transactions" then click "Show All"

My Finances

Billing Summary [View Transactions →](#)

Due Now
\$ 0.00

Due Now \$ 0.00
Not Yet Due \$ 7,126.25
Total Unpaid Balance \$ 7,126.25

[Make Payment](#) [View PDF Statement](#)

[Learn more about Billing](#)

Financial Aid & Scholarships [View Awards →](#)

[View Awards](#)

Aid Year: 2019-2020
Semesters: Fall and Spring

Estimated Cost of Attendance	\$ 35,314
Gift Aid and Waivers	\$ 9,312
Third Party Contracts	\$ 0
Net Cost	\$ 26,002

Funding Offered \$ 35,314

Gift Aid and Outside Resources	\$ 6,026
Waivers and Other Funding	\$ 3,286
Loans and Work-Study	\$ 26,002

[Learn more about Financial Aid](#)

Financial Resources

Top Resources

- Delegate Access
- Direct Deposit | [Manage Direct Deposit](#)
 - Status: ✓ Active
 - Account #: 5204
- Tuition and Fee Payment Plan (FPP) | [Activate FPP](#)
- Emergency Loan | [Apply for an Emergency Loan](#)
- Financial Aid Verification and Appeals Forms
- Tax 1098-T Form | [View Form](#)
 - Use Site ID 11554
- My Financial Aid Summary Report
- iGrad Personal Finance Tools

Billing and Payments

Financial Aid Forms and Information

Financial Aid Loans

Financial Planning and Literacy

CALCENTRAL

My Dashboard My Academics **My Finances** My Campus

If you need to download or print your billing statement, you can click "Download" or "View PDF Statement".

My Finances » Transactions

Billing Summary

Due Now
\$ 0.00

Due Now \$ 0.00
Not Yet Due \$ 7,126.25
Total Unpaid Balance \$ 7,126.25

[Make Payment](#) [View PDF Statement](#)

Transactions

[Show All](#) Unpaid Balance Payments and Aid

SHOWING All Terms

Posted	Description	Transaction Amount	Status	Due
Nov 13, 2019	Class Pass Fee - Transit Charge	\$ 80.00	Not Yet Due	\$ 80.00 Due Jan 17, 2020
Nov 13, 2019	Student Services Fee Charge	\$ 564.00	Not Yet Due	\$ 564.00 Due Jan 17, 2020
Nov 13, 2019	Berkeley Campus Fee-Undergrad	\$ 761.25	Not Yet Due	\$ 761.25 Due Jan 17, 2020

How To Make Payment:

The screenshot shows the CalCentral interface. At the top, the navigation bar includes 'My Dashboard', 'My Academics', 'My Finances' (highlighted with a red box and a callout 'click "My Finances" tab'), and 'My Campus'. Below the navigation bar, a system update message is visible. The main content area is titled 'My Finances' and is divided into three columns. The left column, 'Billing Summary', shows 'Amount Due Now' as \$3,038.00 and 'Account Balance' as \$3,038.00. A 'Make Payment' button is highlighted with a red box and a callout 'click "Make Payment"'. The middle column, 'Financial Aid and Scholarships', contains a message stating that no financial aid information is currently available. The right column, 'Financial Resources', lists various links under categories like 'Billing & Payments', 'Cal 1 Card', 'Summer Sessions', and 'Your Questions Answered Here'. The footer includes the Berkeley University of California logo and copyright information, along with social media icons and links to 'Usage Policy', 'About', and 'Support'.

CALCENTRAL

My Dashboard My Academics **My Finances** My Campus

CalCentral Update CalCentral will be unavailable from 5-11AM on 1/27/19 for a system update. Learn More

My Finances

Billing Summary [View Account Details](#)

Amount Due Now Includes Past Due Amount of \$ 3,038.00	\$ 3,038.00
Account Balance Includes charges not yet due	\$ 3,038.00

[Make Payment](#)

[View Official Monthly Statement](#)

Financial Aid and Scholarships

You do not currently have any Financial Aid information ready to view. Please check [Financial Aid & Scholarships](#) or contact [Cal Student Central](#) for more information.

Financial Resources

Billing & Payments

- Payment Options
- Billing FAQ

Cal 1 Card

- Debit Account
- Meal Plan Balance
- Learn about meal plans

Summer Sessions

- Summer Fees
- Canceling and Withdrawing from Summer
- Summer Schedule & Deadlines
- Summer Sessions Website

Your Questions Answered Here

- Cal Student Central

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[Usage Policy](#) | [About](#) | [Support](#)



IMPORTANT: Please note payments made after 5pm on 6/29/18 will reflect in Cal Central on 7/2/18.

Your Account		
Account Balance	\$3,038.00	Pay

Your Bills
View All
There are currently no bills for your account.

Recent Payments Through This Portal
View All
You have no recent payments.



Select Payment Amount

- Select "Edit Item" below to pay a lesser amount; do not pay more than the Balance amount
- Payments are applied to charges in order of due date, beginning with the oldest date first
- The Balance amount below reflects up-to-date activity on your account

Notice Regarding the Fee Payment Plan (FPP): If you plan to participate in the Fee Payment Plan for Spring 2018, ensure you have completed the FPP agreement in Cal Central before making your first payment.

Item Code	Edit	Delete	Amount
Balance	Edit Item	Delete Item	\$3,038.00
Total Amount			\$3,038.00

[Checkout](#)

PAYMENT OPTIONS:

International students can pay by credit card, wire transfer, or local payment options through Flywire.

The screenshot shows the Berkeley University of California payment portal. At the top, there is a search bar and navigation links for "Your Account", "View Bills", and "Make Payment". The Berkeley logo is visible on the left. Below the header, the text "Select Payment Method" is displayed. A red callout box with arrows pointing to the "Pay by credit card" and "Pay with foreign currency" options contains the text: "Select payment type. International students without a U.S. bank account can pay by credit card or wire transfer." Under the heading "New Payment Methods", there are three radio button options: "Pay by credit card. A 2.75% non-refundable convenience fee will be charged.", "Pay by eCheck. Enter bank account and routing number to debit a checking or savings.", and "Pay with foreign currency through Western Union IFT wire transfer. [What is this?](#)". Below these, there is an option for "International Payments with Flywire" (foreign bank transfer, foreign credit card, e-wallet). At the bottom left, there is a button labeled "LINK MY 529 Savings Plan", and at the bottom right, there is a "Continue Checkout" button.

Search

Your Account View Bills Make Payment

Berkeley
UNIVERSITY OF CALIFORNIA

Select Payment Method

New Payment Methods


- Pay by credit card. A 2.75% non-refundable convenience fee will be charged.
- Pay by eCheck. Enter bank account and routing number to debit a checking or savings.
- Pay with foreign currency through Western Union IFT wire transfer. [What is this?](#)


International Payments with Flywire
(foreign bank transfer, foreign credit card, e-wallet)

LINK MY 529 Savings Plan

Continue Checkout

PAY BY CREDIT CARD SCREEN: *Next screen will calculate service charge fee of 2.75%*


Search  [Your Account](#) [View Bills](#) [Make Payment](#) [Shopping Cart](#) [Help](#) [Sign Out](#)

 **Student Account Online**
HANNAH BURNEY

Enter your credit card information and click 'Continue Checkout'


Credit Card Number	<input type="text"/>	*
Expiration Month	Select Month ▾	*
Expiration Year	Select Year ▾	*
Cardholder Name	<input type="text"/>	*
Address	<input type="text"/>	* Enter the address where you receive the bill for this card.
City	<input type="text"/>	*
State/Province/Region	<input type="text"/>	*
Zip/Postal Code	<input type="text"/>	*
Country	United States ▾	
Email Address	<input type="text"/>	*

We accept:



PAY BY WIRE TRANSFER SCREEN:

Enter foreign currency information. Read Terms & Conditions for instructions. Be prepared to print a document or save as pdf for printing later.

Country	Select Country	*	
Currency	Select Currency	*	
			
	Currency	Rate	Total
Base Currency	US Dollar, USD	-	3,121.54
Convert To			
Remitter Name		*	
Email Address		*	
Terms & Conditions			
<ul style="list-style-type: none">• The following screens will provide you with instructions for sending a wire transfer payment to UC Berkeley via Western Union.• The final screen will be a document that you must print and submit to your bank to initiate the wire transfer.• The document will provide instructions for your bank to send the funds			
<input type="checkbox"/> Yes, I have read and understood the above information and wish to proceed. *			

Terms & Conditions: (scroll down)

- The following screens will provide you with instructions for sending a wire transfer payment to UC Berkeley via Western Union.
- The final screen will be a document that you must print and submit to your bank to initiate the wire transfer.
- The document will provide instructions for your bank to send the funds to Western Union. Western Union will then credit UC Berkeley's account. UC Berkeley will then credit the student's billing account.
- The currency conversion rate quoted in this process is valid for 72 hours. Should Western Union receive the funds after the 72 hours has expired, a higher exchange rate may apply.
- Neither Western Union nor UC Berkeley shall be liable to you or the intended beneficiary for any additional costs, fees or expenses resulting from the untimely deliver of the payment.
- If the 72 hour period has expired and you have not submitted the instructions to your bank, please obtain another currency quote by repeating this process.
- Only the U.S. dollar amount received by UC Berkeley will be credited to the student's billing account.

For additional information on the Western Union International Funds Transfer (IFT) payment method, see <http://studentbilling.berkeley.edu/foreignCurrency.htm>.






PAY BY FLYWIRE SCREEN: *details on how to pay can be found [here](#)*

From the 'Payment Method' page, select your preferred payment method from options provided

Depending on your country, you will see various payment methods including bank transfer, credit card, Alipay, and more

Select your preferred payment method

Best Price Guaranteed Subject to terms and conditions

 Domestic RMB transfer in Chinese Yuan (CNY) CNY341.00 More info v	<input type="button" value="SELECT"/>
 UnionPay debit card in Chinese Yuan (CNY) CNY343.00 More info v	<input type="button" value="SELECT"/>
 UnionPay credit card in Chinese Yuan (CNY) CNY347.00 More info v	<input type="button" value="SELECT"/>
 VISA: Debit/Credit in RMB CNY354.00 Supports: 	<input type="button" value="SELECT"/>