

# Registration and Enrollment

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Although course requirements are essential components of any degree, the central focus of Berkeley's academic programs is scholarship. Students become familiar with the intellectual boundaries of a discipline, study particular aspects of that discipline in depth, and develop competence in the fundamental skills and methodologies related to it.

The Office of the Registrar supports every registered student, as well as all faculty and staff who interacts with them. Specifically, they are responsible for:

- Assisting special populations such as US veterans and service members
- Class enrollment and registration
- Determining residency for tuition purposes
- Diplomas
- Fee assessment
- Preservation and privacy of student records
- Reservations for more than 200 classrooms
- Schedule of classes
- Transcripts
- Verifying registration and graduation

For additional information about registration and enrollment, please access the tabbed information on this page, or visit [registrar.berkeley.edu](http://registrar.berkeley.edu) (<http://registrar.berkeley.edu>)

## CalCentral

Use CalCentral to enroll in classes. For information on how to use CalCentral, please see the CalCentral Enrollment Guide for Students ([https://sis.berkeley.edu/sites/default/files/calcentral\\_enrollment\\_guide.pdf](https://sis.berkeley.edu/sites/default/files/calcentral_enrollment_guide.pdf)).

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## Paying Tuition and Registration Fees

Use CalCentral My Finances for billing activities, including viewing new charges, account balances, transaction history, and paying your bills.

## Tuition and Fee Payment Plan

Eligible students will have the option to sign up for the "Tuition and Fee Payment Plan" (FPP), formerly known as Deferred Payment Plan. Through FPP, you will be able to pay your fees in five installments; an additional fee will apply.

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## Criteria for Being an Officially Registered Student

In order to be officially registered at Berkeley, you must meet three criteria:

1. You must be enrolled in at least one course.
2. Your tuition and registration fees must have been paid, either in full or at least the first installment if you are on the Tuition and Fee Payment Plan.

3. You must have no blocks against your registration.

*Note:* You must be officially registered to use campus services (e.g., the library, RSF).

## Cancellation or Withdrawal of Registration

If you do not wish to attend the University for a semester and instruction has not yet begun, you must formally request a cancellation of your registration from the University, or drop all of your classes prior to the first day of instruction. If instruction has already begun and you find it necessary to stop attending classes, you must submit the Withdrawal form via CalCentral > My Dashboard > Student Resources > Add a Withdrawal Request. Whether you cancel or withdraw, any classes in which you are enrolled will be dropped from your schedule, and you will no longer be eligible to attend for that semester or any future semester until you are readmitted.

For further information on Cancellation and Withdrawal, please see the Office of the Registrar website (<http://registrar.berkeley.edu/registration/cancellation-withdrawal>).

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## Tuition and Registration Fee Adjustments

The amount of tuition and registration fees that you may be responsible for at the time of your withdrawal or cancellation is prorated based on the effective date of your withdrawal or cancellation, according to the tables published on the Office of the Registrar website (<http://registrar.berkeley.edu/registration/cancellation-withdrawal/refunds-after-withdrawal>).

*Note:* The Health Insurance, Class Pass, and Document Management fees are nonrefundable and, therefore, remain assessed at 100 percent for all withdrawals, regardless of the date of withdrawal.

## Returning to UC Berkeley After Cancellation New Students

If you cancelled your registration and wish to attend Berkeley in a future semester, you must submit a new application for admission. Your previous admission status will have no bearing on the decision for admission in the future.

## Continuing Students

If you cancelled your registration and wish to attend Berkeley in a future semester, you must submit an "Application for Readmission."

- **Undergraduate Students:** For further information and a copy of the application, please see the readmissions page of the Office of the Registrar's website (<http://registrar.berkeley.edu/registration/re-admission>).
- **Graduate Students:** The Application for Readmission can be found here (<http://registrar.berkeley.edu/registration/re-admission>).

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## Returning to Berkeley After Withdrawal

If you withdrew from the University and wish to return in a future semester, you must submit an "Application for Readmission."

- **Undergraduate Students:** For further information and a copy of the application, please see the readmissions page of the Office of the Registrar's website (<http://registrar.berkeley.edu/registration/re-admission>).

- **Graduate Students:** For further information, please see the Graduate Division website (<http://grad.berkeley.edu/academic-progress/forms>).

## California Residency and the Non-Resident Supplemental Tuition

A resident is a person who has been determined to have satisfied all University of California (UC) residency requirements to be classified as a California resident for tuition purposes. A non-resident is a person who has been determined to not meet all UC residency requirements and is assessed non-resident supplemental tuition (NRST) in addition to the mandatory resident fees. For more in-depth information on UC Residency requirements, you can also either visit our website (<http://registrar.berkeley.edu/tuition-fees-residency/residency-tuition-purposes>) or review the UC policy here.

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## Law Governing Residence

The rules regarding legal residence for tuition and fee purposes at the University of California are governed by the California Education Code as adopted by Standing Order 110.2 and Regents Policies 3105 and 3106 of The Regents of the University of California. Under these rules, adult citizens, permanent resident card holders, or certain classes of immigrants and non-immigrants can establish residence for tuition and fee purposes. There are also particular rules that apply to the residence classification of minors (under the age of 18 years).

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## Who Is a California Resident?

If you are an adult, 24 years and older, and want to be classified as a resident for tuition and fee purposes, you must be in an eligible immigration status for at least 366 days prior to the residence determination date for the term for which you seek a resident classification. The residence determination date is the day instruction begins at UC Berkeley. Eligible immigration statuses include U.S. citizen, permanent resident, and certain non-immigrant visas. However, some non-immigrant visas may preclude you from establishing residency (i.e. B, F, J, TD/TN). You must also have established your continuous physical presence in California for at least 366 days prior to the residence determination date for the semester during which you would like a resident classification, and relinquished ties to any previous residence. Additionally, you must present objective evidence that you intend to make California your permanent home. Physical presence within the state solely for educational purposes does not constitute the establishment of California residence under state law, regardless of the length of your stay. Your residence cannot be derived from your spouse, nor a registered domestic partner. If you are under the age of 24 and you are financially dependent on a parent who has met the requirements to be considered a California resident for tuition and fee purposes, you may be eligible for a resident classification.

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## Establishing Intent to Become a California Resident

Indications of your intent to make California your permanent residence can include obtaining a California driver's license or, if you never had a driver's license from any state, a California State Identification Card; obtaining a California vehicle registration; registering to vote and voting in California elections; paying California income taxes as a resident or part-year resident; designating California as your permanent address on

all school and employment records, including military records if you are in the military service; establishing a California residence in which you keep your permanent belongings; licensing for professional practice in California; and the absence of these indications in other states during any period for which you claim California residence. Documentary evidence is required. All relevant indications will be considered in determining your classification. Your intent will be questioned if you return to your prior state of residence when the University is not in session.

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## Financial Independence Requirement

Effective Fall 1993, if your parents do not meet the requirements to be considered California residents for tuition and fee purposes, you will be required to demonstrate financial independence, along with physical presence and intent, when seeking a resident classification for tuition and fee purposes. You must also be in an eligible immigration status. You are considered "financially independent" if one or more of the following applies:

1. You are at least 24 years of age by December 31 of the year you request a resident classification;
2. You are a veteran of the US Armed Forces;
3. You are a ward of the court, or both of your parents are deceased;
4. You have legal dependents other than a spouse or registered domestic partner;
5. You are married or a registered domestic partner and were not/will not be claimed as an income tax deduction by any individual other than your spouse or domestic partner for the one tax year immediately preceding the term for which you are requesting a resident classification;
6. You are a graduate or professional student, and you were not/will not be claimed as an income tax deduction by your parents or any other individual for the tax year preceding the term for which you are requesting a resident classification;
7. You are a graduate student who is employed at UC 49% or more time (or awarded the equivalent in University-administered funds, e.g., grants, stipends, fellowships) in the term for which you are requesting a resident classification;
8. You are a single undergraduate student who was not claimed as an income tax deduction by your parents or any other individual for the two tax years immediately preceding the term for which you are requesting a resident classification, and you can demonstrate complete self-sufficiency for two years immediately preceding the residence determination date. This means you must have supported yourself with your own resources (employment, commercial/institutional loans in your name only, financial aid, and savings from earnings, all of which require documentation), and should be able to cover your basic expenses (tuition, rent, food, and vehicle) for two full years prior to term for which you are requesting a resident classification;
9. You are a student who turned 18 years of age in California while your parents were residents for tuition purposes of the state AND your California resident parents left the state to establish a residence elsewhere AND you, the student, continued to reside in California after your parents' departure.

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## General Rules Applying to Minors

If you are an unmarried minor (under age 18), the residence of the parent with whom you live is considered your residence. If you have a parent living, you cannot change your residence by your own act, by the appointment of a legal guardian, or by the relinquishment of a parent's right of control. If you live with neither parent, your residence is that of the parent with whom you last lived. If you are a minor with an eligible immigration status, you may establish your own residence when both your parents are deceased, and a legal guardian has not been appointed. In order to derive California residence from a parent, that parent must satisfy all the applicable residence requirements.

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## Specific Rules Applying to Minors

### Divorced/Separated Parents

If your parents are separated or divorced, the residence of the parent with whom you spend the majority of your time will be considered your residence. If you want to derive California resident status from a California resident parent, you must provide clear and convincing evidence that you moved to that parent's home prior to your 18th birthday and remain in California until school begins. The parent must satisfy all applicable residence requirements.

### Parent of Minor Moves from California

If you are a minor whose parent was a resident of California but who moved to establish residence elsewhere, you are entitled to a resident classification if you remain in California and enroll full-time in a postsecondary institution within one year of your parent's departure. Your resident classification will continue as long as you maintain continuous full-time attendance at the postsecondary institution.

### Self-Support

If you are a minor who has been totally self-supporting and physically present in California for at least 366 days immediately prior to the residence determination date, with the intention of establishing residence, you may be eligible for a resident classification so long as you continue to be self-sufficient. You must provide clear and convincing evidence of complete self-sufficiency.

### Two-Year Care and Control

If you are a minor or an 18-year-old student, you may be eligible for a resident classification if, immediately prior to enrolling in a postsecondary institution, you've been living with and been under the continuous direct care and control of a California-resident adult, other than a natural or adoptive parent, for a period of not less than two years. This exception continues until you turn 19 and have resided in the state long enough to become a resident, as long as you continuously attend a California public postsecondary institution.

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## Temporary Absences

If you or a parent is temporarily absent from California, you will not necessarily lose resident status. However, you and your parents have the burden of providing clear and convincing evidence of maintaining their continuing California residence during all absences from the state. Steps that you or your parent should take to retain a California residence during a temporary absence include, but are not limited to:

1. Satisfy resident income tax obligations. Individuals claiming California residence for tuition purposes are taxable on their total income from the date they establish California residence, which may include income earned elsewhere. California also does not recognize Foreign Earned Income Exclusion.
2. Continue to use a California permanent address on all records.
3. If attending an out-of-state public institution, attend as a nonresident for the entire period of enrollment.
4. Retain a California voter's registration.
5. Maintain a California driver's license and vehicle registration when possible. If it is necessary to change a driver's license and/or vehicle registration while temporarily residing in another state, these documents should be changed back to California as soon as possible.
6. Maintain a residence in California.
7. Store belongings in California.
8. Return to California for leaves and vacations.

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## Exemptions from Non-Resident Supplemental Tuition (Proof of Eligibility Is Required)

### Current Member of the Military (and Dependent Children, Spouses, Registered Domestic Partners)

The Higher Education Opportunity Act of 2008 provides any student who is a member of the Armed Forces of the United States on active duty for a period of more than 30 days and whose domicile or permanent duty station is in California, or the spouse, registered domestic partner, or dependent child of such a member, may be entitled to an exemption from nonresident supplemental tuition.

Domicile, for purposes of applying the federal law, is the one location where a person is considered to have the most settled and permanent connection; the place where s/he intends to remain; and whenever temporarily absent, s/he has the intention of returning to. Evidence of domicile during the entire period of absence includes but is not limited to listing California as the permanent state of residence (i.e. DD 2058 with the military) or listing California as the permanent state of residence on the most recent Leave and Earnings Statement.

Permanent duty station, for purposes of applying the federal law, is defined as the post of duty or official station to which a member of the Armed Forces is assigned or attached. A member of the Armed Forces assigned to a military base or installation in California would meet the requirements of having a permanent duty station in California. Evidence of permanent duty station includes official documentation from the commanding officer or personnel officer verifying the military member is on active duty for more than 30 days and whose permanent duty station is in California.

If the active duty member is not domiciled in California or is not permanently stationed in California, the individual will be considered a nonresident for tuition purposes.

For additional information on the most current exemptions for active duty military members, please go here (<https://registrar.berkeley.edu/tuition-fees-residency/residency-tuition-purposes/exceptions>).

### **Former Member of the Military (and Dependent Children, Spouses, Registered Domestic Partners)**

In compliance with the Veterans Access, Choice, and Accountability Act of 2014 and 2017 (Public Laws 113-146 Section 702 and 114-315 Section 417), the University may provide a waiver of nonresident supplemental tuition to veterans or their dependents if they meet the conditions of either one of the following scenarios:

A. The student is eligible for Chapter 33 Post 9/11 GI Bill benefits as a Fry Scholarship Recipient ([http://www.benefits.va.gov/gibill/fry\\_scholarship.asp](http://www.benefits.va.gov/gibill/fry_scholarship.asp)).

OR

B. The veteran and student (if a dependent) meet BOTH of the following requirements:

- They will be, or are currently receiving VA educational benefits under either Chapter 30 (Montgomery) or Chapter 33 (Post 9/11 GI Bill) after June 30, 2015, while enrolled at the University of California
- AND
- The student or their military sponsor separated from a period of at least 90 days of active duty in the U.S. military within 36 months (including terminal leave) of the start of their first term of enrollment after June 30, 2015.

If the former member of the military does not meet both requirements as listed above, the individual will be considered a nonresident for tuition purposes.

### **Child, Spouse, or Registered Domestic Partner of a Faculty Member**

The spouse, registered domestic partner, or unmarried, dependent child under age 21 of a member of the University of California faculty, who is a member of the Academic Senate, may be eligible for an exemption from nonresident supplemental tuition. Verification from the University's Academic Senate office confirming the faculty member's membership must be sent to the Residence Affairs office each semester before a waiver can be issued.

### **Child, Spouse, or Registered Domestic Partner of a University Employee (Whose Assignment is Outside California)**

If you are an unmarried dependent child, spouse or registered domestic partner of a full-time University employee whose assignment is outside California (i.e. the University of California Washington, DC Center), you may be eligible for a waiver of nonresident supplemental tuition. The UC employment status of your parent/spouse/registered domestic partner must be provided each semester before a waiver is granted.

### **Child, Spouse, or Registered Domestic Partner of a Deceased Public Law Enforcement or Fire Suppression Employee**

If you are the child, spouse, or registered domestic partner of a deceased public law enforcement or fire suppression employee who was a California resident and was killed in the course of fire suppression or

law enforcement duties, you may be entitled to a waiver of non-resident supplemental tuition and mandatory systemwide fees.

### **Dependent Child of a California Resident Parent**

If you have not lived in California for at least 366 days since arriving in the state or since reaching the age of 18, and you are the dependent child (natural or adopted) of a parent who is considered a California resident for tuition purposes, you may be entitled to a conditional resident classification so long as you maintain continuous attendance at an educational institution. This exemption expires after one full year, or once the student has resided in California for 366 days. To maintain a residence classification once the exemption expires, you must have satisfied the physical presence and intent requirements to establish your own residence during that year.

### **Graduate of a California High School (AB 540)**

You may be entitled to an exemption from non-resident supplemental tuition if you attended high school in California for at least years and graduated from a California high school (or attained the equivalent). You are not eligible for this exemption if you hold a non-immigrant visa.

### **T or U Visa Holders**

If you hold a T or U non-immigrant visa but would otherwise meet the requirements of AB 540, you are exempt from paying nonresident supplemental tuition until you are eligible to establish a resident classification. You are required to submit documents confirming your current immigration status each semester before a waiver is issued.

For more information, please see the Office of the Registrar's website ([http://registrar.berkeley.edu/current\\_students/residency.html](http://registrar.berkeley.edu/current_students/residency.html)).

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## **Form and Documentation Deadlines**

Please see the Office of the Registrar's website (<http://registrar.berkeley.edu/Registrar/deadline.html>) for information on all deadlines for new and continuing students. Additionally, there is a documentation deadline for each semester. If you do not provide the requested documents within the deadline, you may be held responsible for the non-resident supplemental tuition.

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## **Incorrect Classification**

If you were incorrectly classified as a resident, you are subject to reclassification and to the payment of all non-resident supplemental tuition not paid. If you concealed information or furnished false information and were classified incorrectly as a result, you are also subject to University discipline and may be referred to the Center for Student Conduct. Resident students who become non-residents must immediately notify the campus residence deputy.

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## **Inquiries and Appeals**

Inquiries regarding residence requirements, determination, and/or recognized exemptions should be directed to:

Residence Affairs Unit, Office of the Registrar, 120 Sproul Hall, Berkeley, CA 94720-5404; (510) 642-7209; [orres@berkeley.edu](mailto:orres@berkeley.edu)

At the campus level, residence deputies are the only individuals authorized to answer residency questions or make residency



determinations. No other office, entity, or individual is authorized to provide residence information on behalf of the University of California.

No other University personnel is authorized to supply information relative to residence requirements for tuition and fee purposes.

If you are classified as a nonresident at the campus level, you have an opportunity to appeal the decision. All appeals are handled by the Office of the General Counsel, not by the campus. In order to appeal, you must complete the Appeal Application and submit it with a copy of your nonresident letter to the Office of the General Counsel within 30 days of your nonresident decision. The Office of the General Counsel will contact you upon receipt of your documents.

Be aware that if you received a nonresident classification, it is unlikely that the decision can be reversed on appeal. You may submit the Appeal Application and a copy of your nonresident letter via postal mail, email, or fax:

Attn: Residency Analyst, University of California Office of the General Counsel, 1111 Franklin St., 8th Floor, Oakland, CA 94607-5200; residency.appeal@ucop.edu; (510) 987-9981

Caution: This summary is not a complete explanation of the law regarding residence for tuition and fee purposes. Additional information is available from the Office of the Registrar's website ([http://registrar.berkeley.edu/current\\_students/residency.html](http://registrar.berkeley.edu/current_students/residency.html)). Additionally, the UC Office of the President, Office of the General Counsel provides more information including the UC Residency Policy and Guidelines (<http://registrar.berkeley.edu/tuition-fees-residency/residency-tuition-purposes>).

Note: Changes may be made in the residence requirements since the publication date of this statement.

For an explanation of the prefixes, suffixes, and course numbering system used in UC Berkeley's course listings (<http://guide.berkeley.edu/courses>), please see the guide provided below.

## Prefixes to Course Numbers

- C** = Course is cross-listed with another department
- H** = Honors course
- N** = Summer-only course not equivalent to a regular session course with the same number
- R** = Satisfies Reading and Composition (R & C) requirement
- W** = Offered fully or predominantly online

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## Suffixes to Course Numbers

- AC** = Satisfies American Cultures requirement

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## Key to Course Numbers

- 1-99** = Lower division (undergraduate) courses
- 100-199** = Upper division (undergraduate) courses
- 200-299** = Graduate courses
- 300-399** = Professional courses for teachers and prospective teachers
- 400-499** = Other professional courses (acceptable toward academic degrees only within limitations prescribed by a college, school, or the Graduate Division)
- 601** = Special study for graduate students in preparation for master's examination

**602** = Special study for graduate students in preparation for doctoral qualifying examination

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### Courses Numbered 24, 39, & 84

Freshman and Sophomore Seminars  
For further information, please see the Freshman and Sophomore Seminars at Berkeley website (<http://fss.berkeley.edu>).

### Courses Numbered 97

Field Studies (lower division)  
You may use no more than 16 semester units of courses numbered 97, 98, 99, 197, 198, and 199 to meet requirements for the bachelor's degree. Exceptions to this rule may be granted by the dean of your college or school. Courses with this number are restricted to *passed/not passed* grading. To take them you must have completed 60 units of undergraduate study and be in good academic standing (2.00 GPA or better). A written proposal for each Field Studies Course, signed by the faculty sponsor, must receive approval by the Chair of the Department. Exceptions to these rules may be granted by the dean of your college or school.

### Courses Numbered 98

Organized Group Study (lower division)  
You may use no more than 16 semester units of courses numbered 97, 98, 99, 198, and 199 to meet requirements for the bachelor's degree. Exceptions to this rule may be granted by the dean of your college or school. You may aggregate no more than 4 units of credit for courses numbered 97, 98, 99, 198, and 199 for a single semester. Each section of a 98 course must receive approval by the chair of the department, based upon a written proposal submitted by the instructor who is to supervise the course that describes the matter to be studied, the methods of instruction, the number of units to be credited, and methods of evaluation of student performance. A copy of the approved proposal must be submitted for information to the Committee on Courses of Instruction. Only a grade of *passed/not passed* is to be assigned. The dean of your college or school may authorize exceptions to these limitations.

### Courses Numbered 99

Supervised Independent Study by academically superior students (lower division)  
You may use no more than 16 semester units of courses numbered 97, 98, 99, 197, 198, and 199 to meet requirements for the bachelor's degree. Exceptions to this rule may be granted by the dean of your college or school. You may aggregate no more than 4 units of credit for courses numbered 97, 98, 99, 198, and 199 for a single semester. You must have a 3.3 GPA and prior consent of the instructor who is to supervise the study, and you must submit a written proposal to the chair of the department (or equivalent) for approval. Only a grade of *passed/not passed* is to be assigned. The dean of your college or school may authorize exceptions to these limitations.

### Courses Numbered 197

Field Studies (upper division)  
You may use no more than 16 semester units of courses numbered 97, 98, 99, 197, 198, and 199 to meet requirements for the bachelor's degree. Exceptions to this rule may be granted by the dean of your college or school. Courses with this number are restricted to *passed/not passed* grading. To take them you must have completed 60 units of undergraduate study and be in good academic standing (2.00 GPA or better). A written proposal for each Field Studies Course, signed by the faculty sponsor, must receive approval by the Chair of the Department.

Exceptions to these rules may be granted by the dean of your college or school.

### **Courses numbered 198**

Organized Group Study (upper division)

You may use no more than 16 semester units of courses numbered 97, 98, 99, 197, 198, and 199 to meet requirements for the bachelor's degree. Exceptions to this rule may be granted by the dean of your college or school. You may aggregate no more than 4 units of credit for courses numbered 97, 98, 99, 198, and 199 for a single semester. Each section of a 198 course must receive approval by the chair of the department, based upon a written proposal submitted by the instructor who is to supervise the course that describes the matter to be studied, the methods of instruction, the number of units to be credited, and methods of evaluation of student performance. A copy of the approved proposal must be submitted for information to the Committee on Courses of Instruction. To enroll in 198 courses, you must be in good academic standing (2.00 GPA or better). Only a grade of *passed/not passed* is to be assigned. The dean of your college or school may authorize exceptions to these limitations.

### **Courses numbered 199**

Supervised Independent Study (upper division)

You may use no more than 16 semester units of courses numbered 97, 98, 99, 197, 198, and 199 to meet requirements for the bachelor's degree. Exceptions to this rule may be granted by the dean of your college or school. You may aggregate no more than 4 units of credit for courses numbered 97, 98, 99, 198, and 199 for a single semester. You must have prior approval of your major adviser, the instructor who is to supervise the study, and the chair of the department. Approval must be based on a written proposal that you submit to the chair that specifies the nature of the study, the number of units to be credited, and the basis for grading. To enroll in 199 courses, you must be in good academic standing (2.00 GPA or better). Only a grade of *passed/not passed* will be assigned. The dean of your college or school may authorize exceptions to these limitations.

### **Courses Numbered 601 & 602**

Individual Study (601 – master level, 602 – doctoral level)

You may enroll in no more than 8 semester units of courses numbered 601 or 602 to meet the requirements for a master's or doctoral degree, up to 4 units per summer session. Only a grade of *satisfactory/unsatisfactory* will be assigned. Enrollment in these courses must be approved by the student's graduate advisor. Units earned in these courses may not be used to meet academic residence of unit requirements towards a degree

## **Berkeley Concurrent Enrollment**

Concurrent Enrollment enables students to enroll in UC Berkeley campus courses without formal admission to the University.

Concurrent Enrollment is available only for spring and fall terms: <http://extension.berkeley.edu/static/student-services/concurrent/>

Students interested in attending UC Berkeley campus courses during summer should visit the Summer Sessions website (<http://summer.berkeley.edu>).