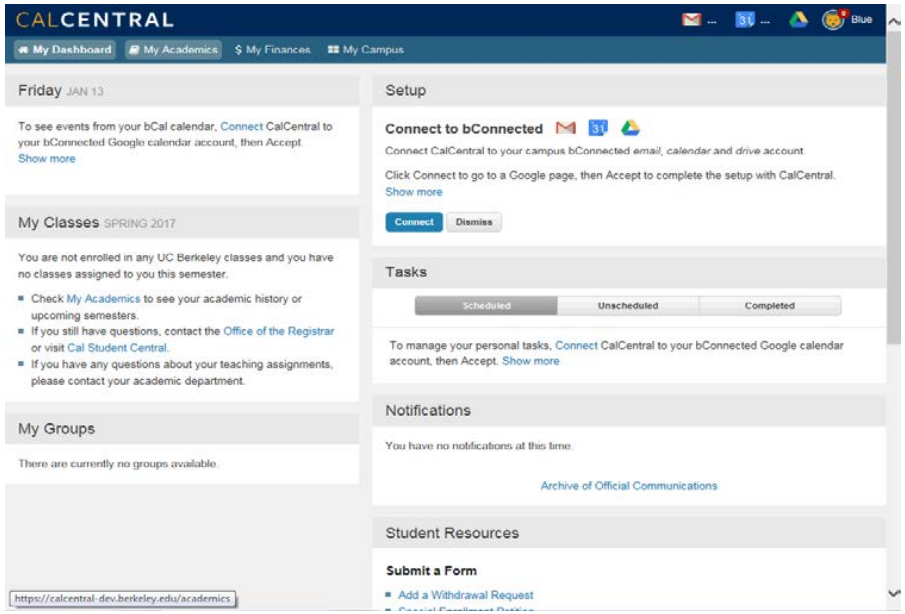
CalCentral: Registration

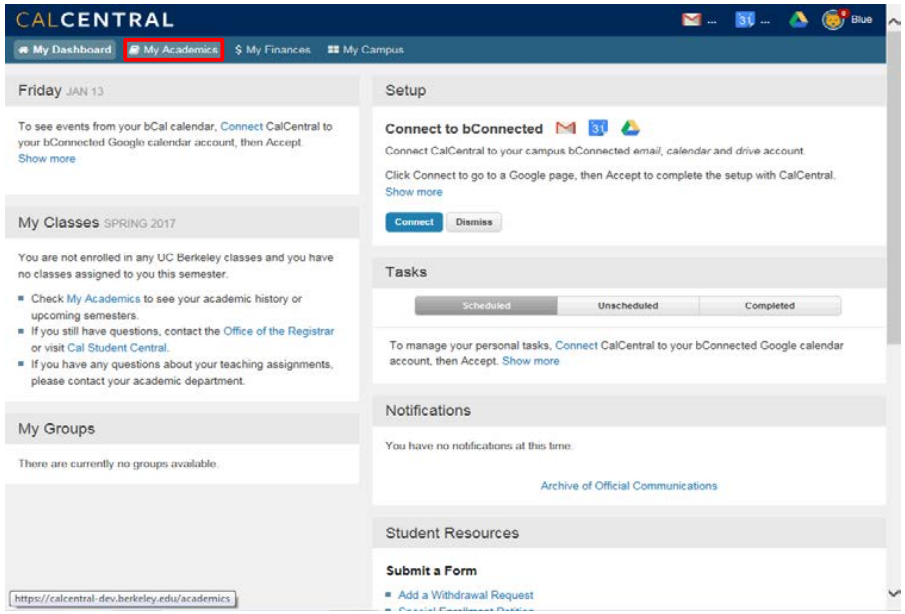
Berkeley
UNIVERSITY OF CALIFORNIA



This is the page you will see when you log in to CalCentral. From this page you can access the My Academics page to enroll in classes as well as the MyFinances page to see your fees and make payments.

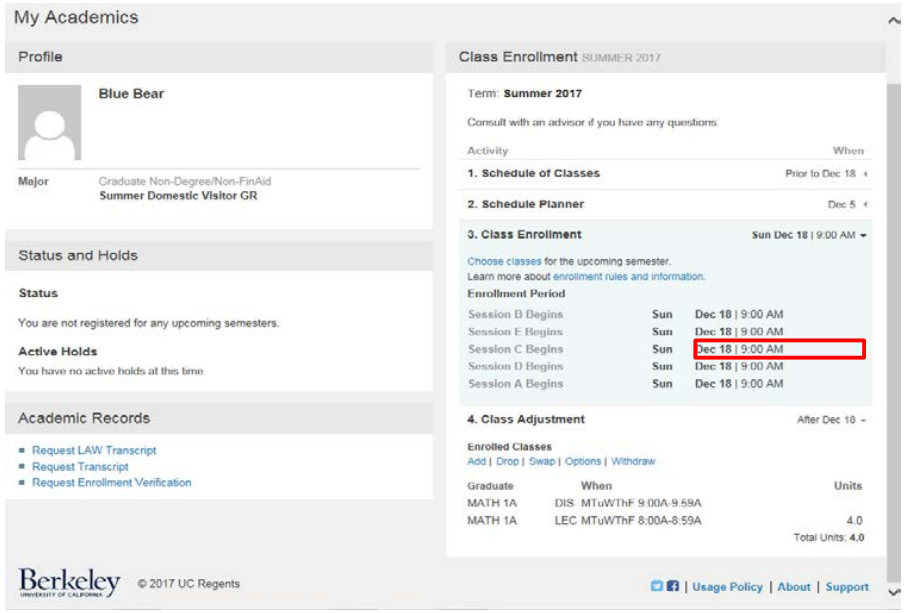
Only once you have enrolled in classes and paid your fees will you be considered fully registered.

Berkeley
UNIVERSITY OF CALIFORNIA



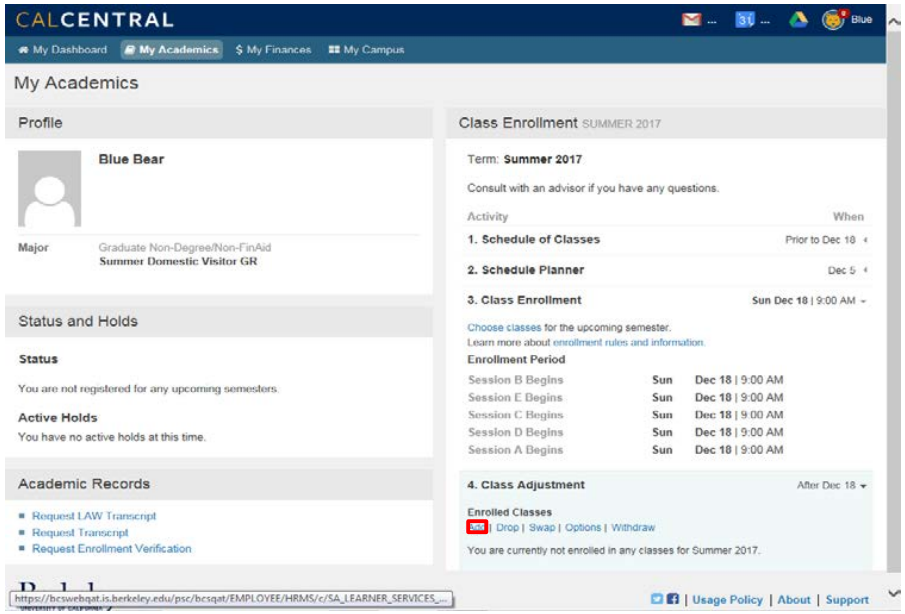
Step 1

Click the **My Academics** link.



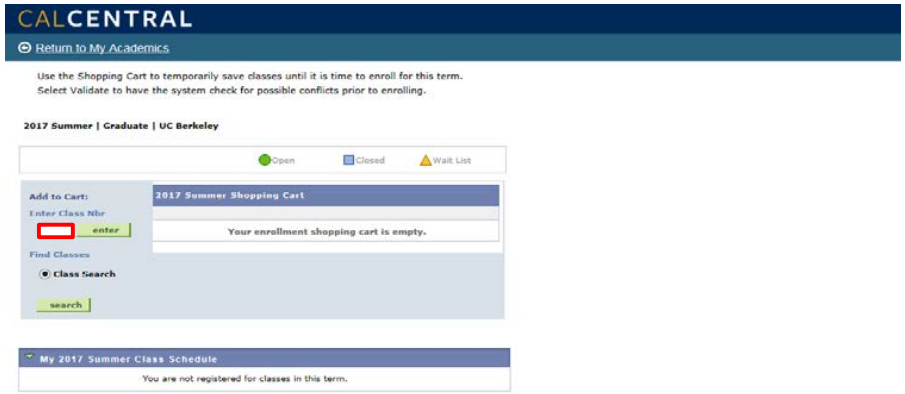
Step 2

The Class Enrollment section display your enrollment period (date and time on which you are able to add classes). Please note you cannot add classes until your enrollment period begins.



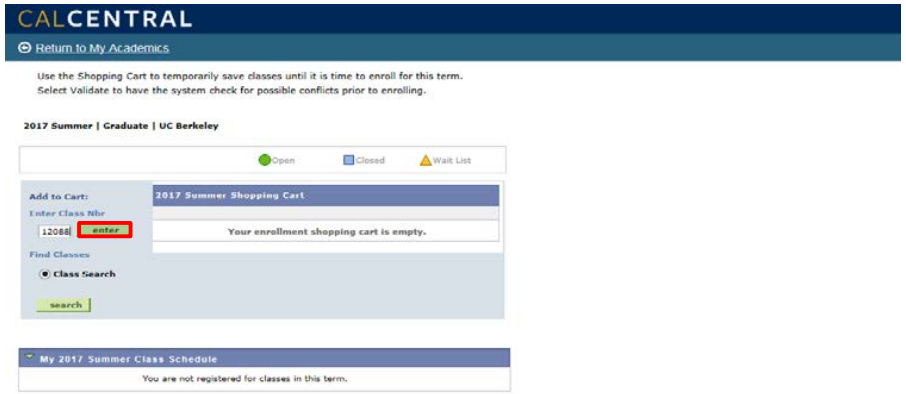
Step 3

Click the **Add** link.



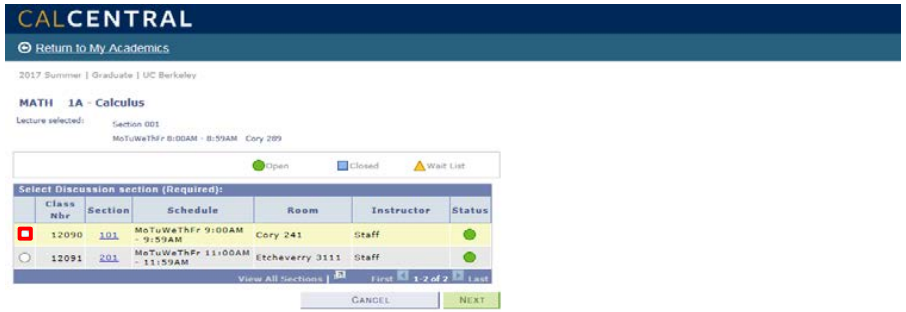
Step 4

Enter the desired class number into the **Enter Class Nbr** field.



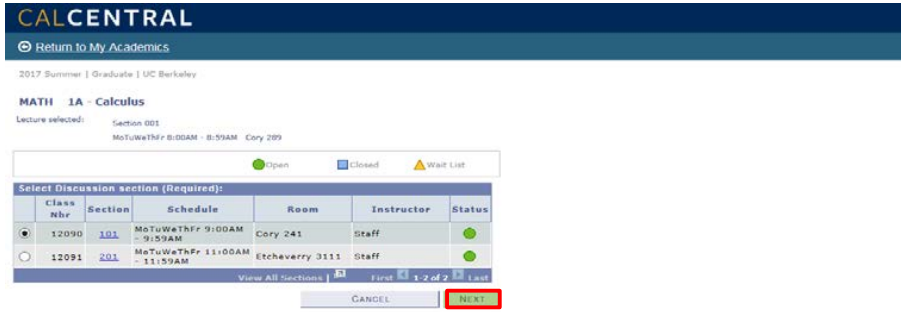
Step 5

Click the **Enter** button.



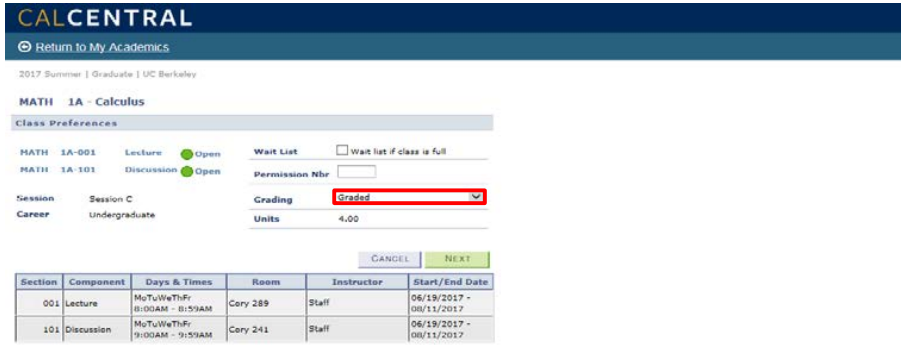
Step 6

Select the desired discussion or lab section.



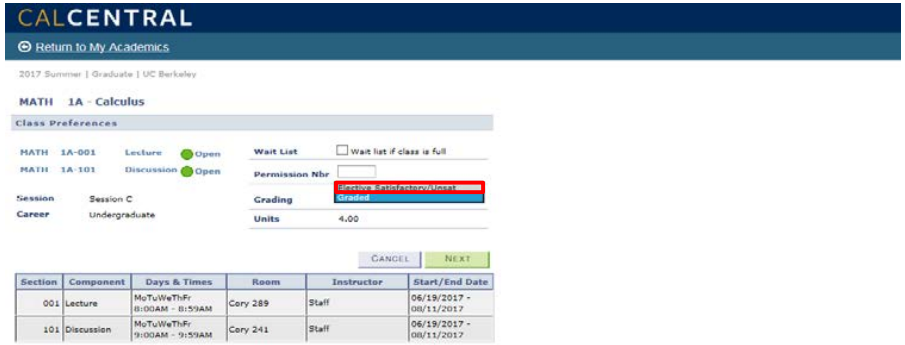
Step 7

Click the **Next** button.



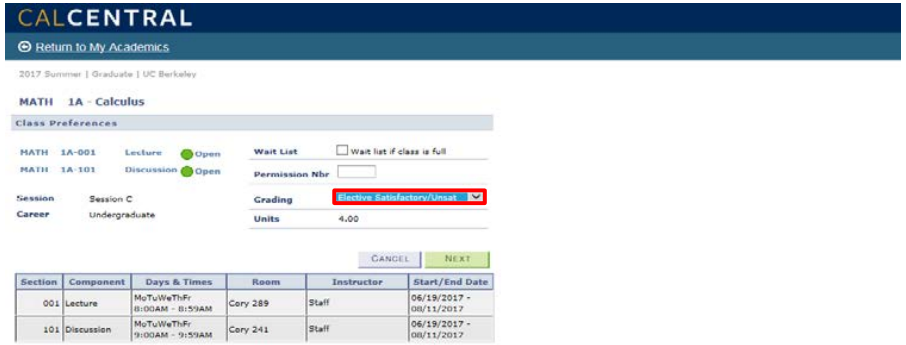
Step 8

Click the **Grading** list drop down.



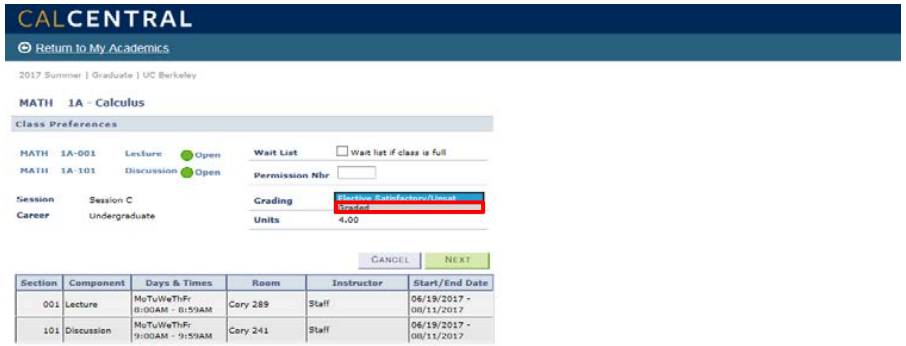
Step 9

Select the **Elective Satisfactory/Unsat** option if you wish to receive a Pass or No Pass on your transcript instead of a letter grade. Before selecting this option, check with your home university to be sure they will accept classes without a letter grade.



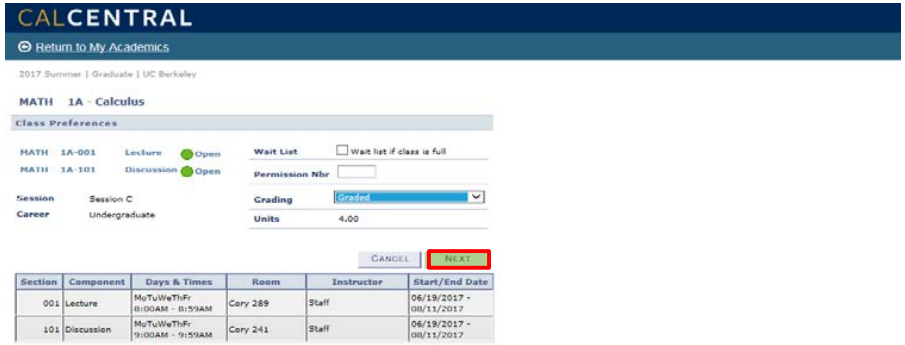
Step 10

Click the **Grading** list.



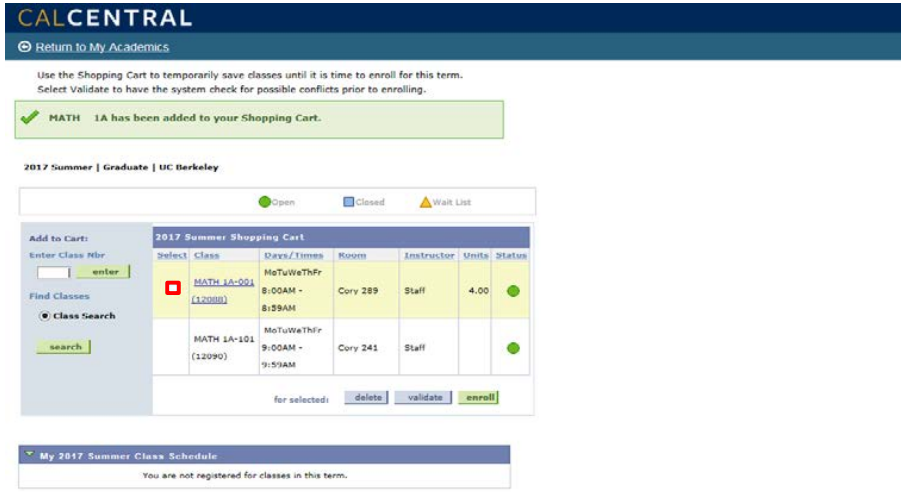
Step 11

Select the **Graded** option if you wish to receive a letter grade (A, B, C, etc.) on your transcript.



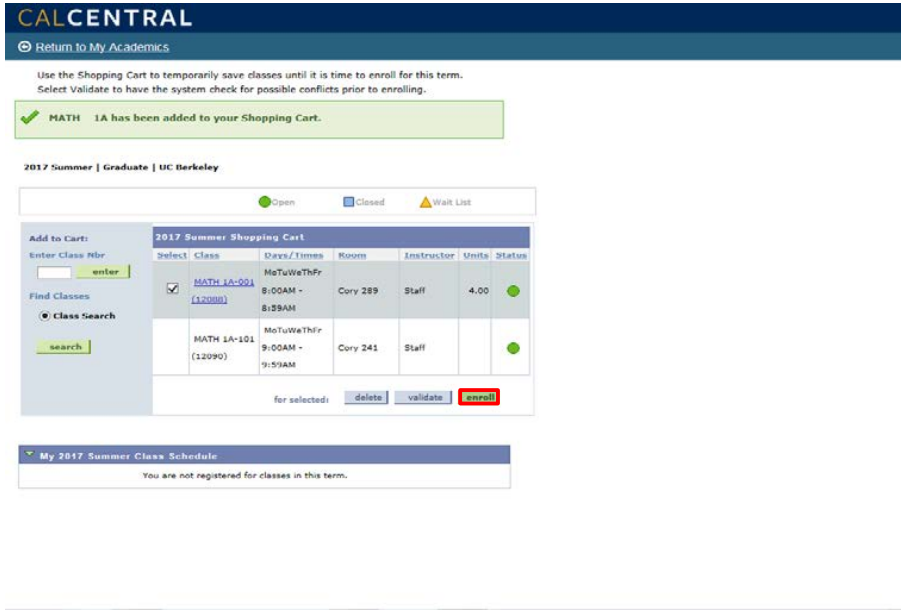
Step 12

Click the **Next** button.



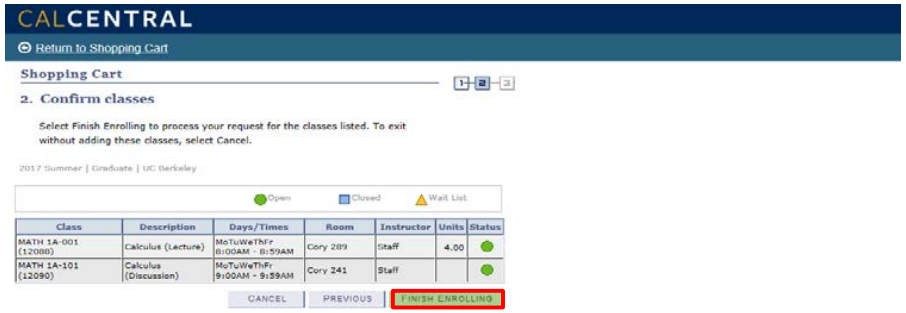
Step 13

Select the class or classes from the 2017 Summer Shopping Cart list you wish to enroll.



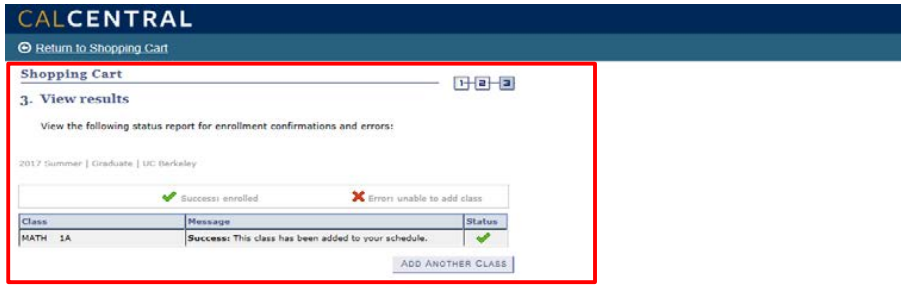
Step 14

Click the **Enroll** button to enroll in the selected classes.



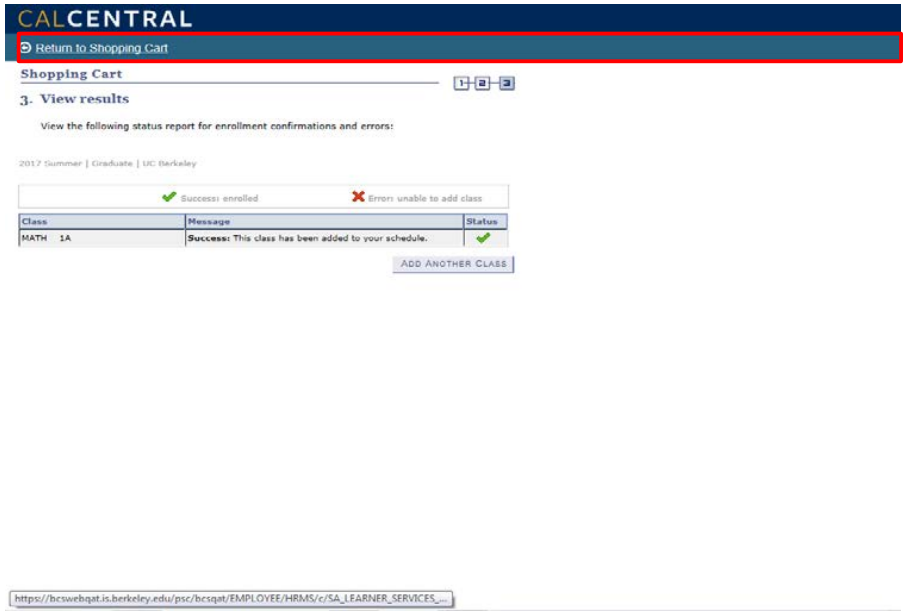
Step 15

Click the **Finish Enrolling** button to complete your enrollment activity.



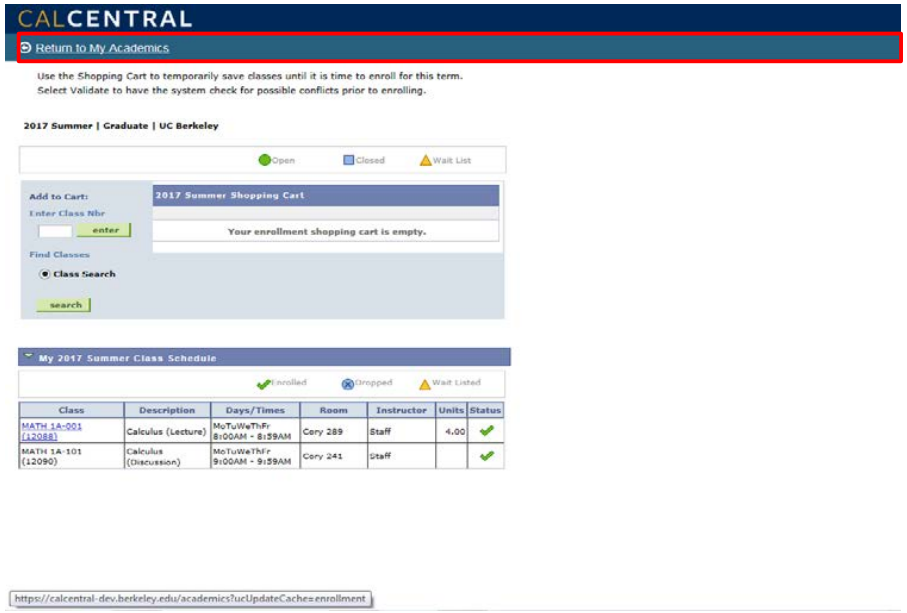
Step 16

Click the Add Another Class button to add more classes to your shopping cart. Repeat steps 4 - 16 to enroll in additional classes.



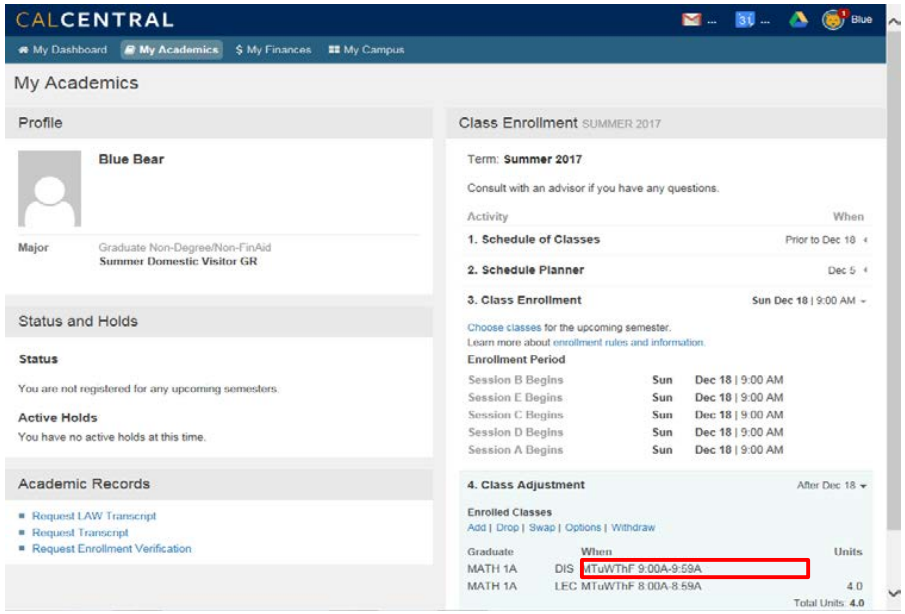
Step 17

Click the **Return to Shopping Cart** link if you do not wish to enroll in additional classes.



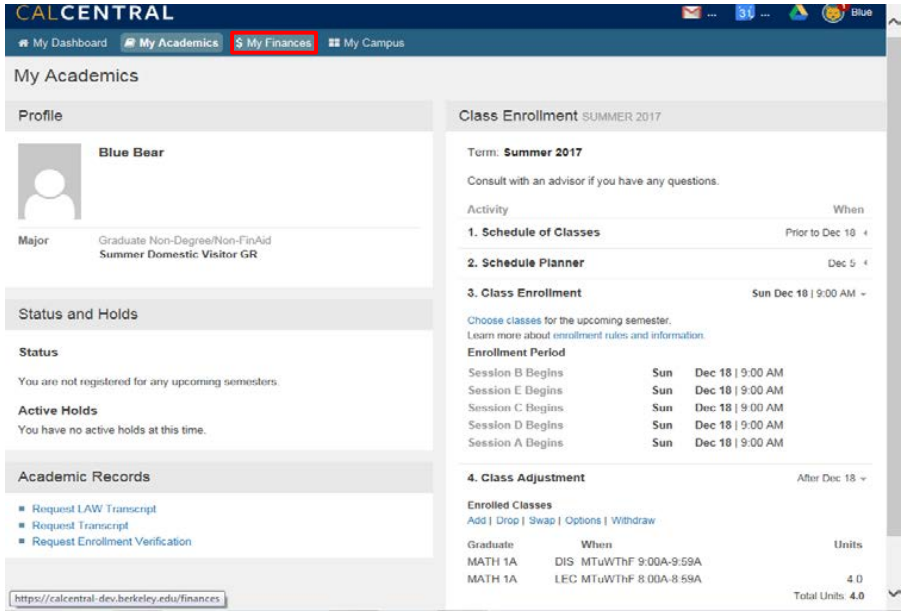
Step 18

Click the **Return to My Academics** link to return to the CalCentral Student Portal.



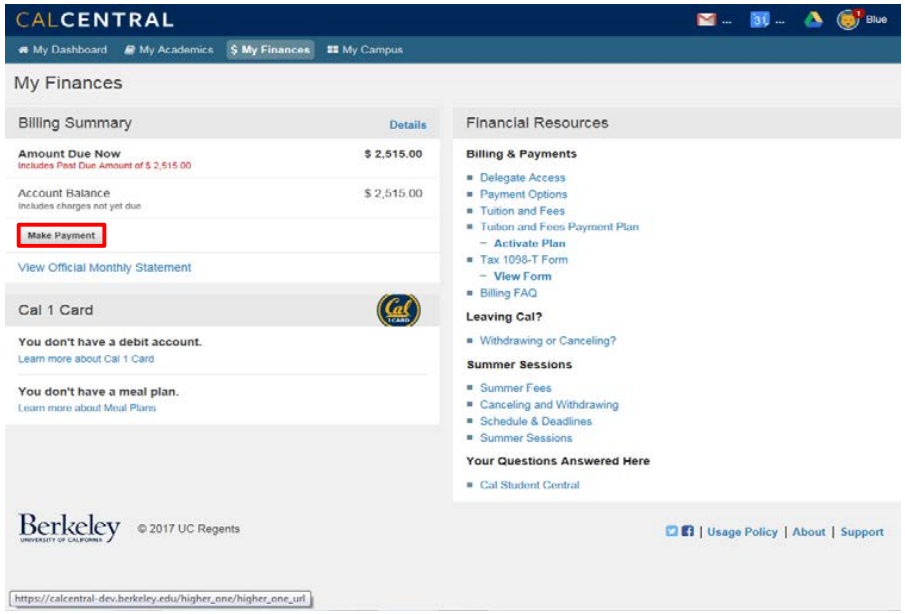
Step 19

Classes you are enrolled in are displayed under the Class Adjustment Section of the MyAcademics Section.



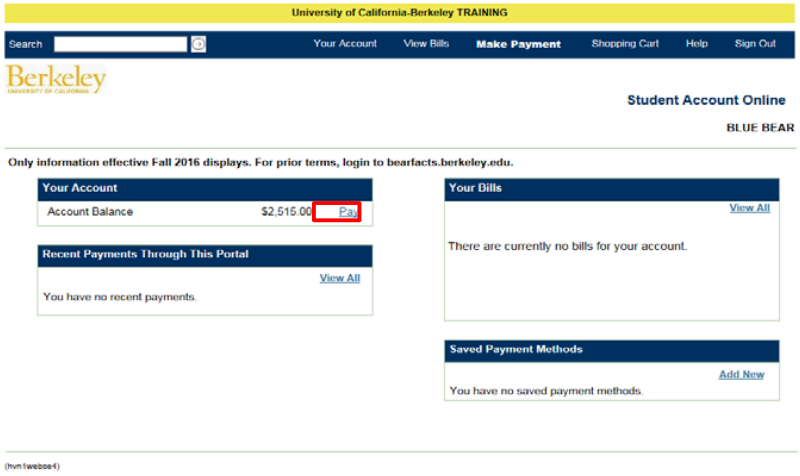
Step 20

Click the **My Finances** link.



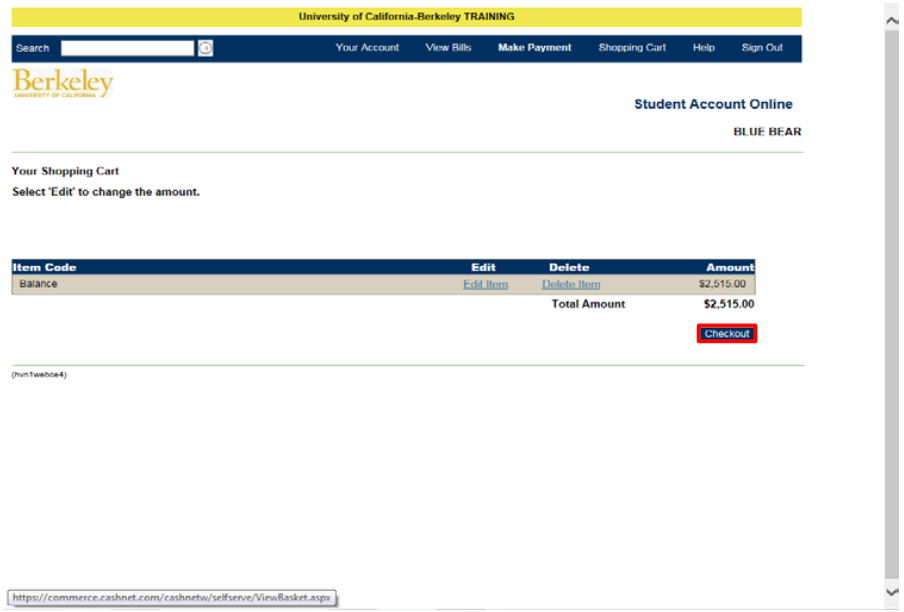
Step 21

Click the **Make Payment** link to pay your fees.



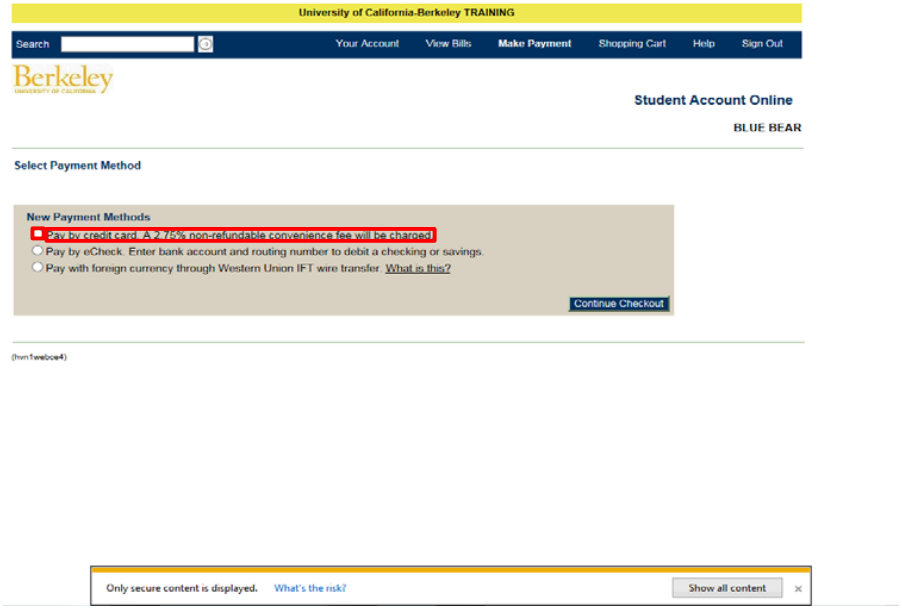
Step 22

Click the **Pay** link.



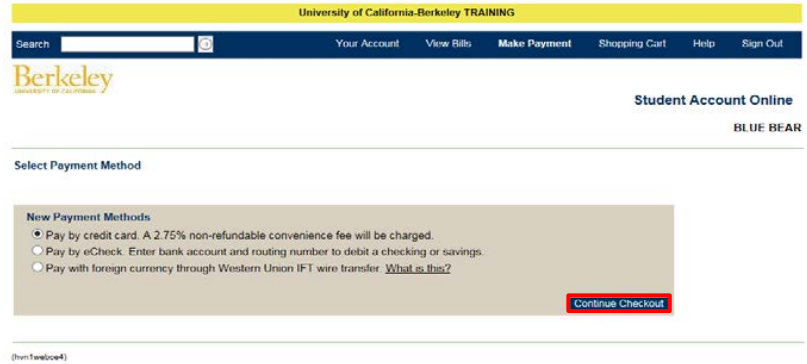
Step 23

Click the **Checkout** button.



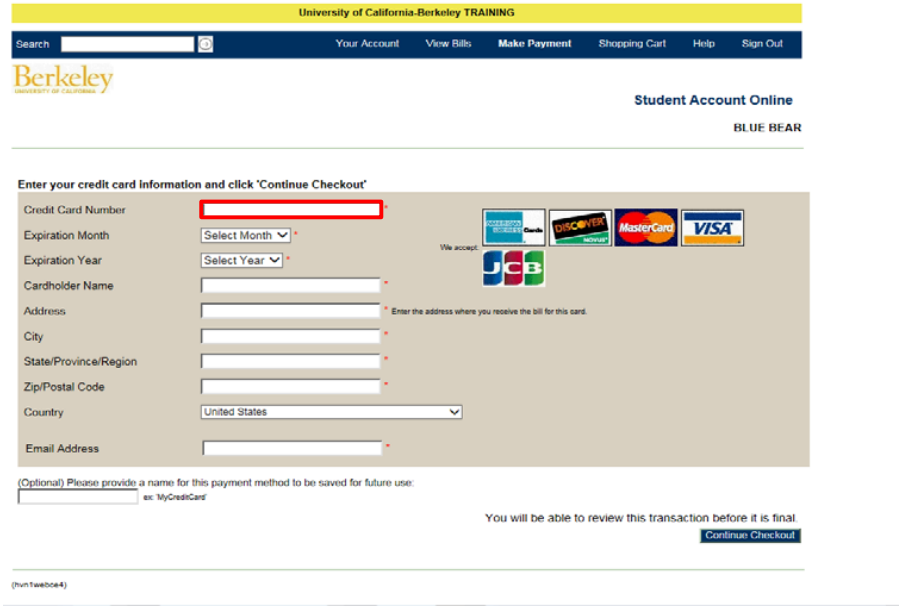
Step 24

Click the **Pay by credit card.**



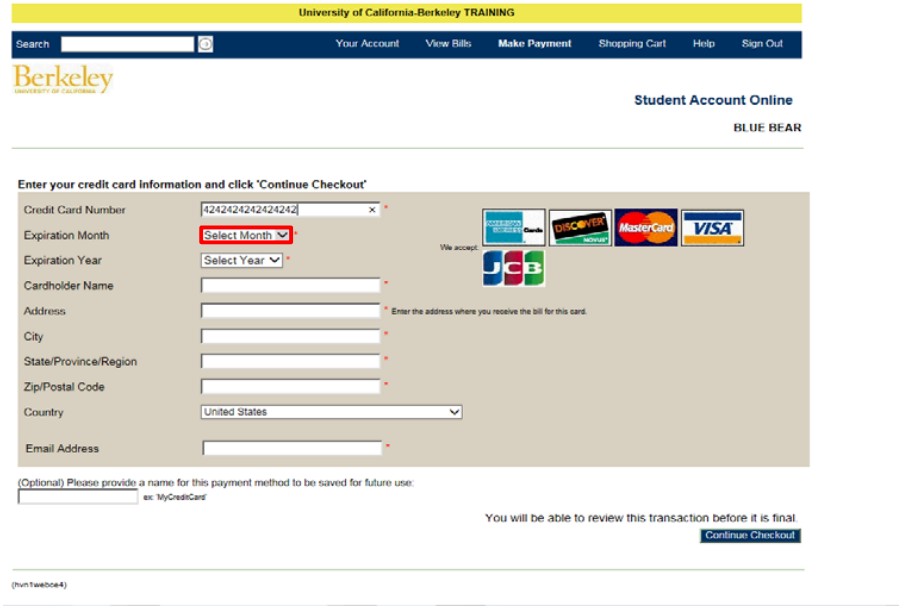
Step 25

Click the **Continue Checkout** button.



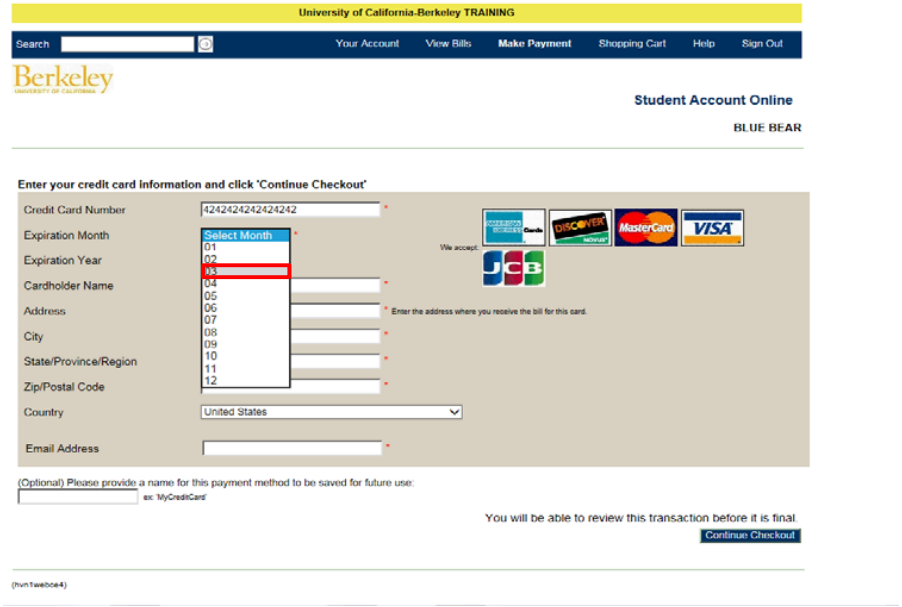
Step 26

Enter your credit card number into the **Credit Card Number** field.



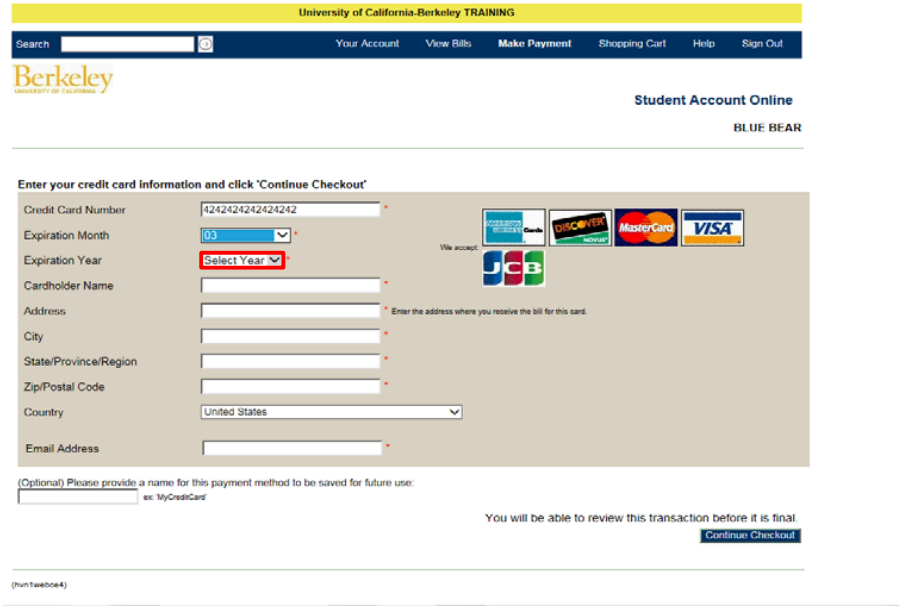
Step 27

Select the **Expiration Month** list.



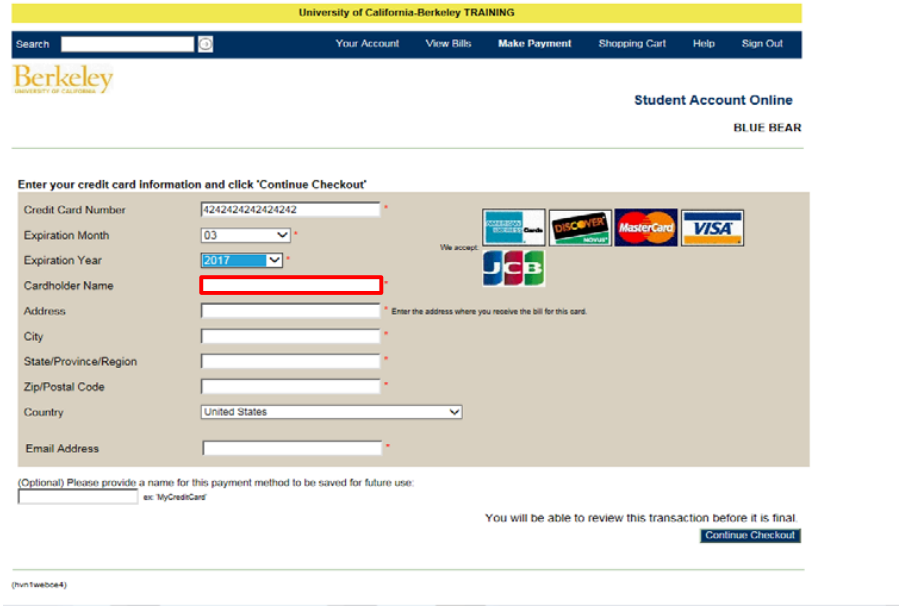
Step 28

Select the expiration day.



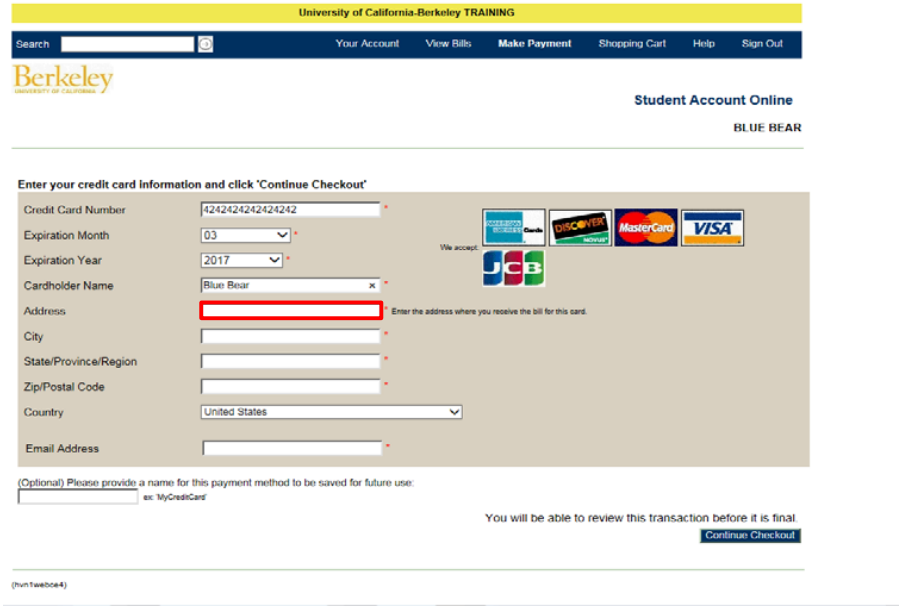
Step 29

Select the **Expiration Year**.



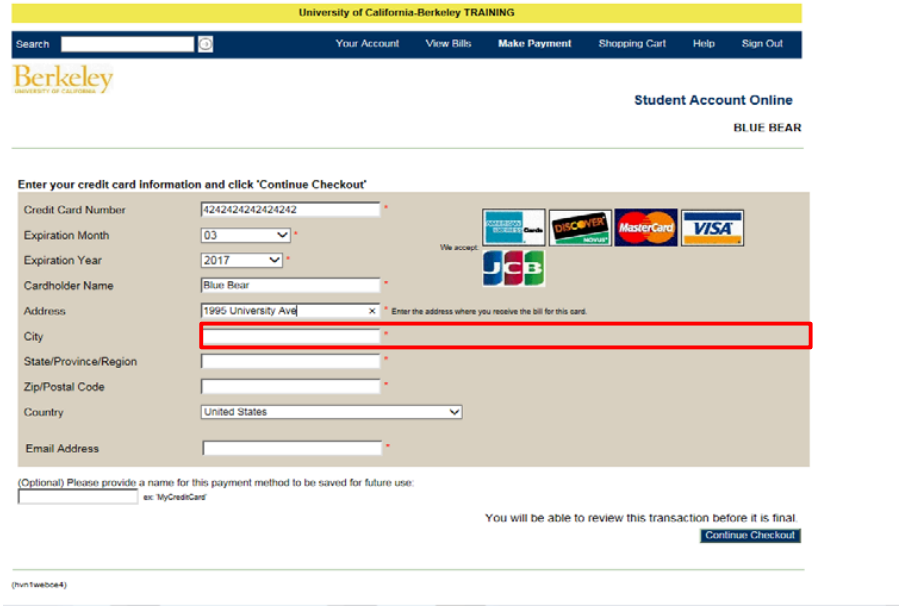
Step 30

Enter the **Cardholder Name**.



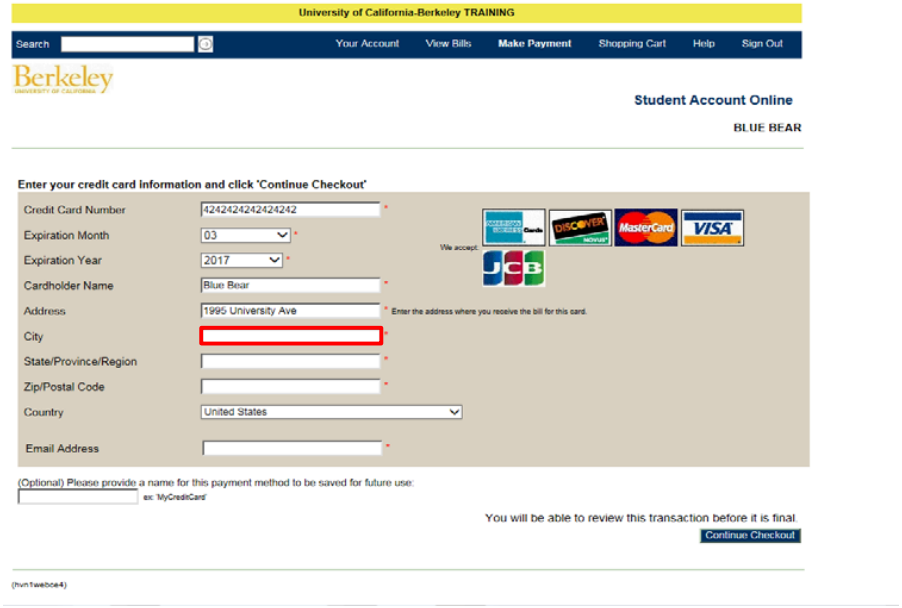
Step 31

Enter the **Address**.



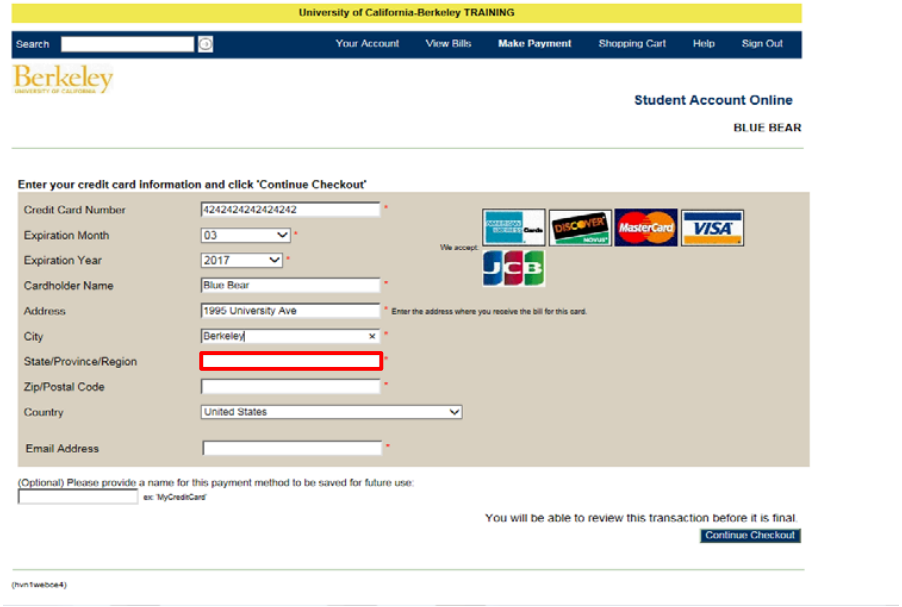
Step 32

Click the * **Please enter a valid city.** object.



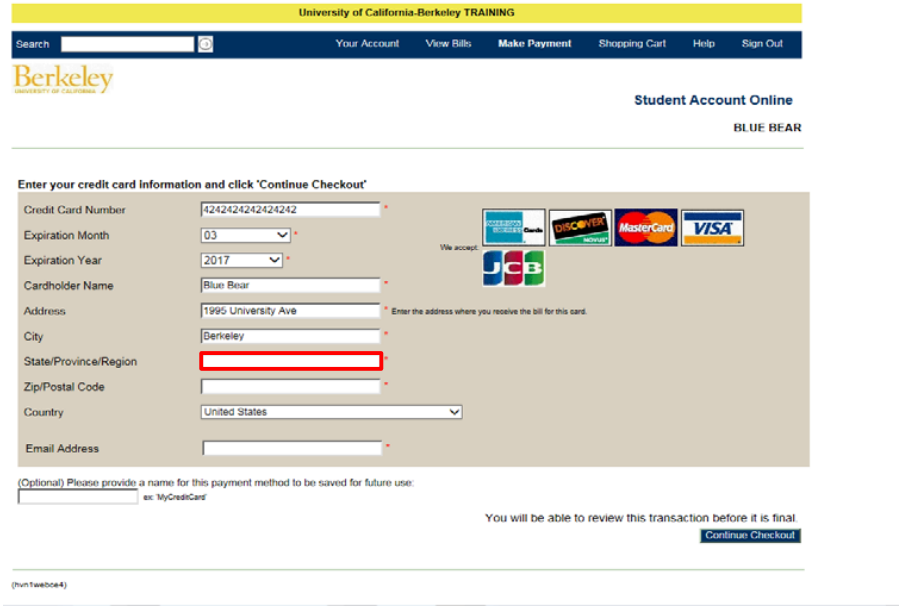
Step 33

Enter the **City**.



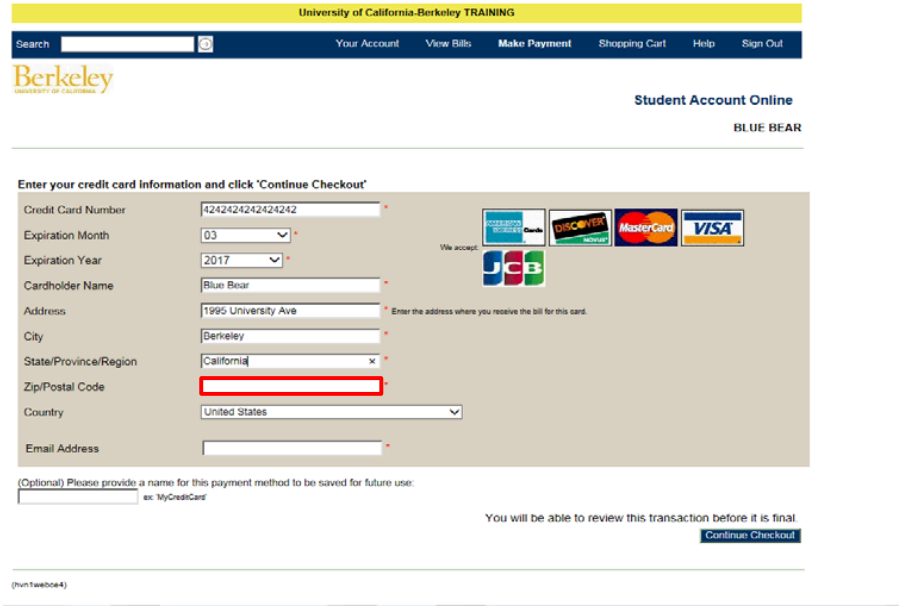
Step 34

Click in
the **State/Province/Region** field.



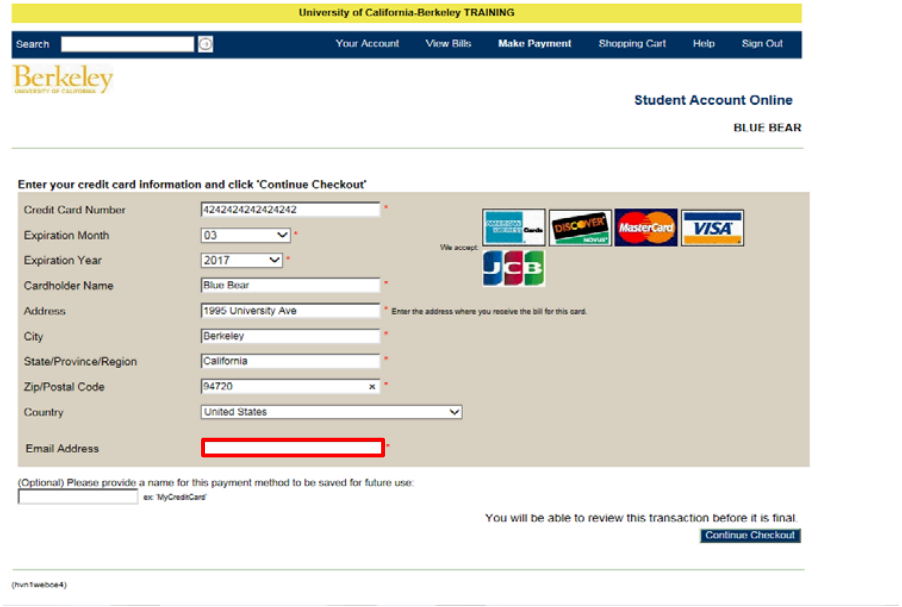
Step 35

Enter the **State/Province/Region**.



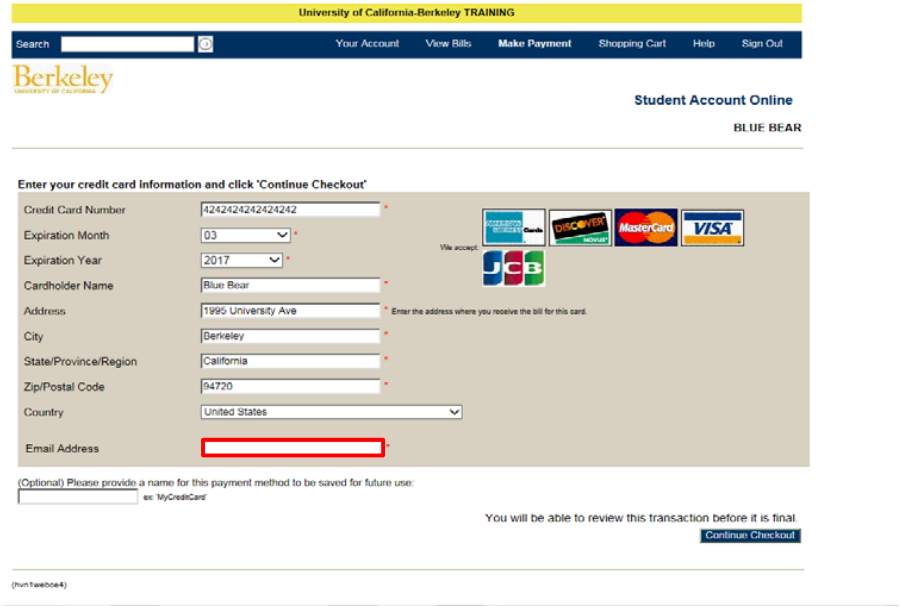
Step 36

Enter the **Zip/Postal Code**.



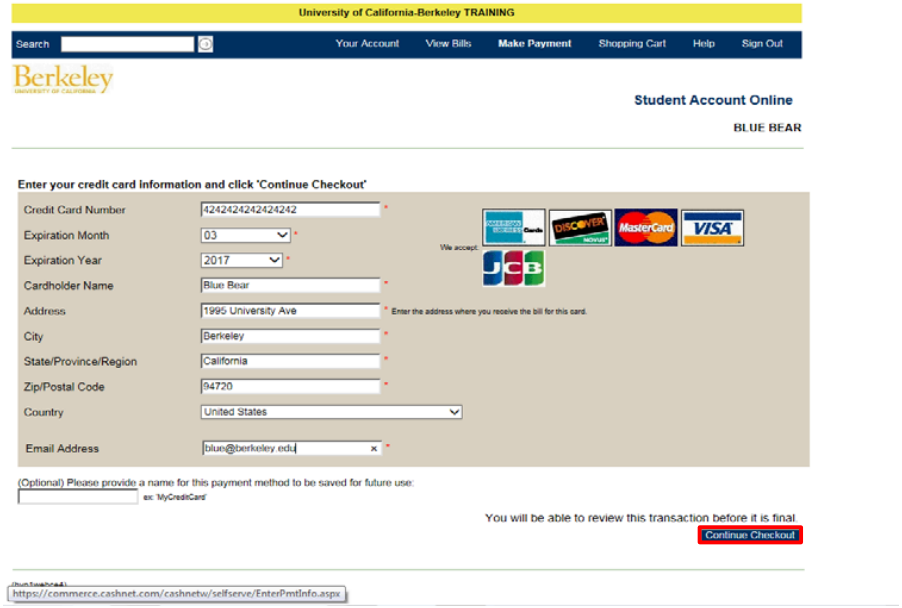
Step 37

Click in the **Email Address** field.



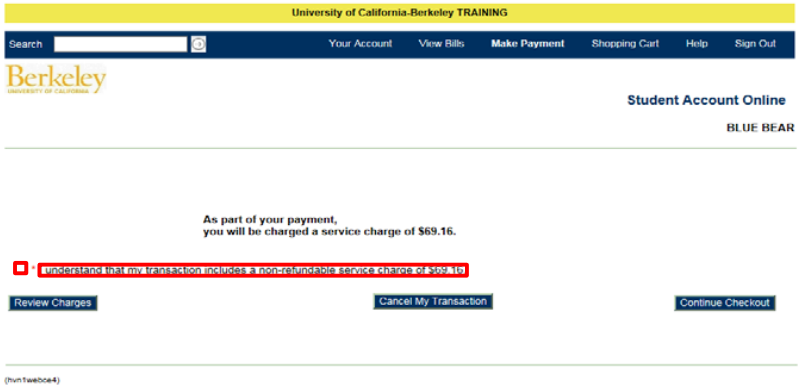
Step 38

Enter your **Email Address**.



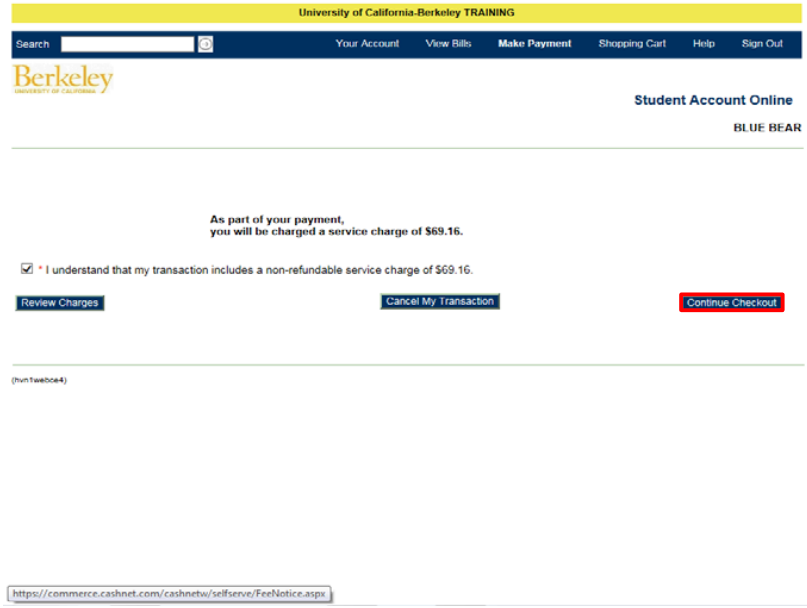
Step 39

Click the **Continue Checkout** button.



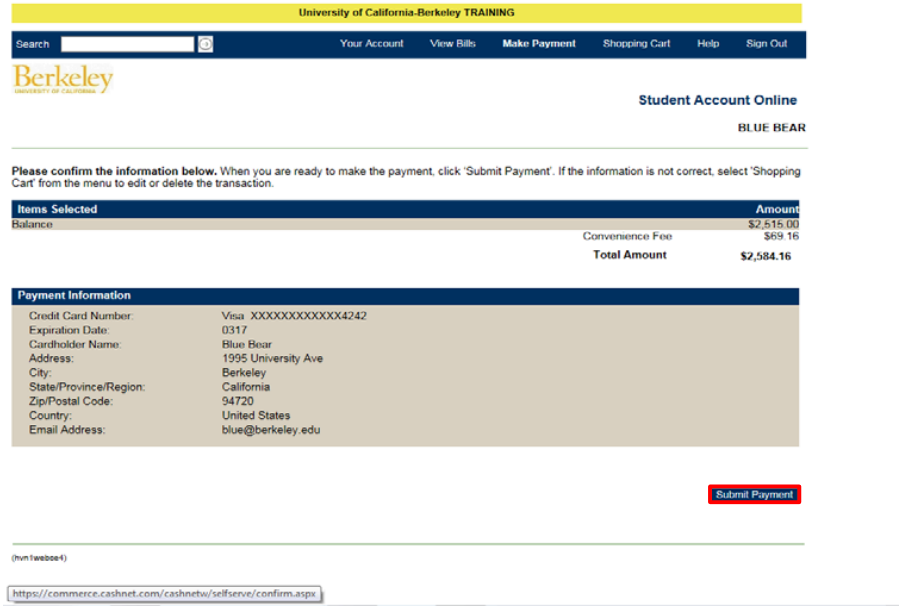
Step 40

Click the box to indicate that **I understand that my transaction includes a non-refundable service charge**. The amount of the service charge is indicated.



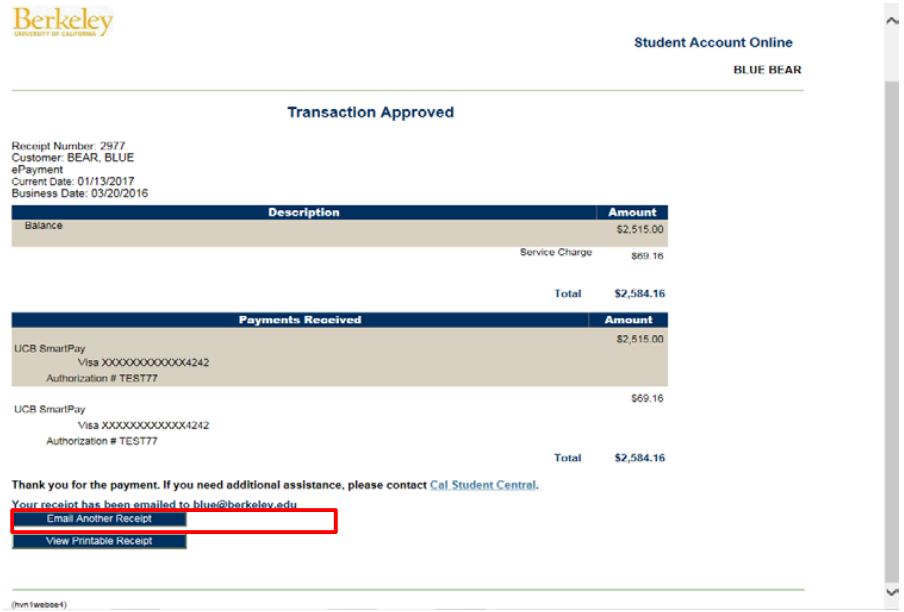
Step 41

Click the **Continue Checkout** button.



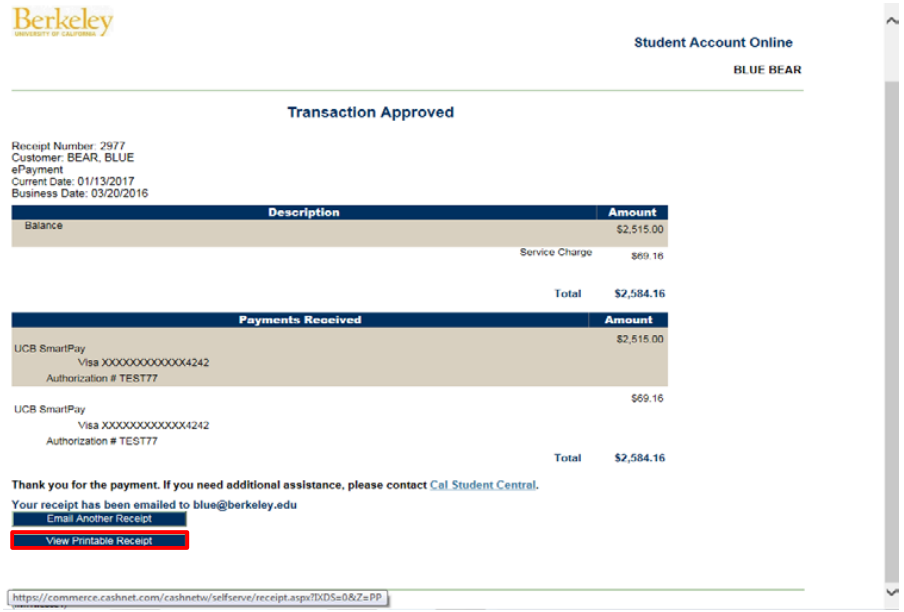
Step 42

Click the **Submit Payment** button.



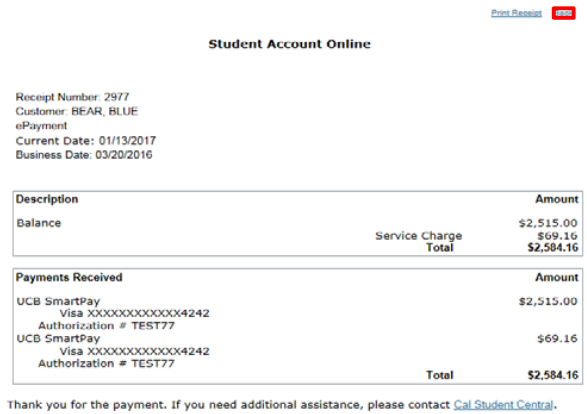
Step 43

Click the **Email Another Receipt** button.



Step 44

Click the **View Printable Receipt** button to view your receipt.



Print Receipt Back

Student Account Online

Receipt Number: 2977
Customer: BEAR, BLUE
ePayment
Current Date: 01/13/2017
Business Date: 03/20/2016

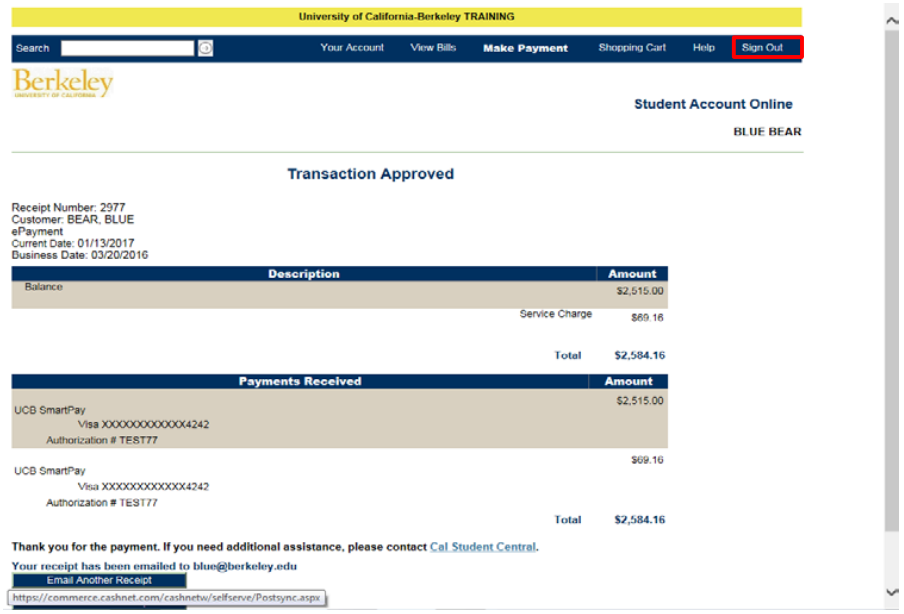
Description		Amount
Balance		$2,515.00
	Service Charge	$69.16
	Total	**$2,584.16**

Payments Received		Amount
UCB SmartPay Visa XXXXXXXXXXXX4242 Authorization # TEST77		$2,515.00
UCB SmartPay Visa XXXXXXXXXXXX4242 Authorization # TEST77		$69.16
	Total	**$2,584.16**

Thank you for the payment. If you need additional assistance, please contact Cal Student Central.

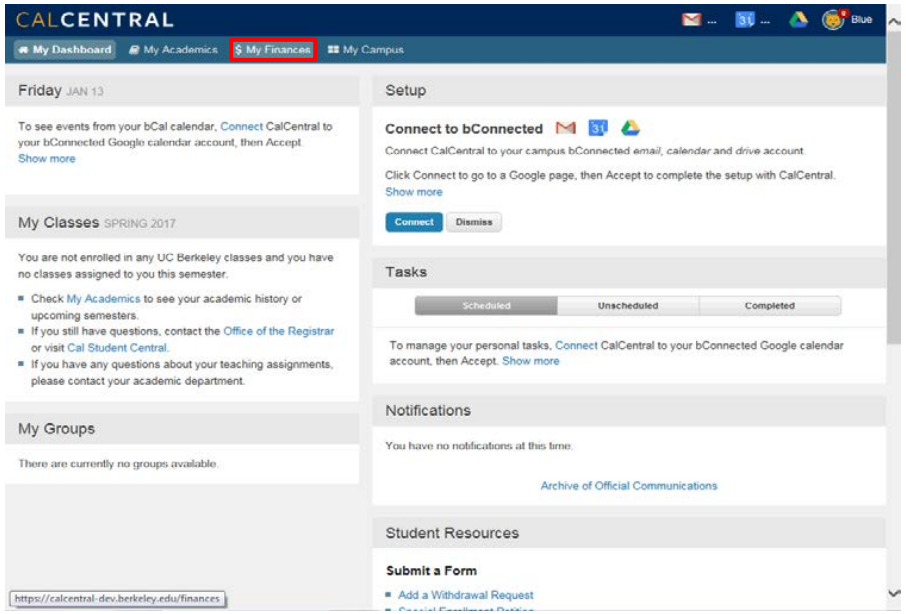
Step 45

Click the **Back** link.



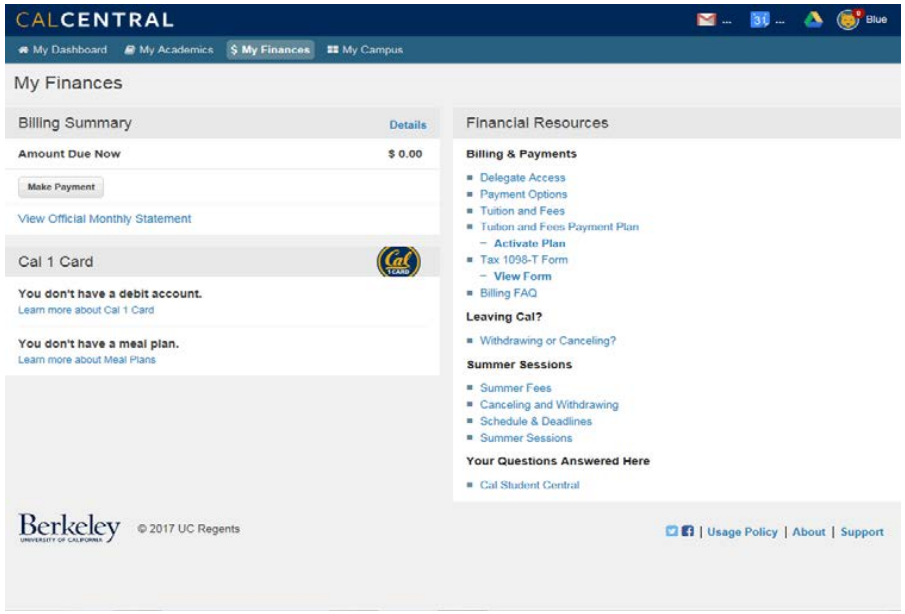
Step 46

Click the **Sign Out** link to return to CalCentral.



Step 47

Click the **My Finances** link to view you updated account balance.



Step 48

Once you have enrolled in classes and paid your fees you are considered officially registered.

Now that you're finished, you can log out of CalCentral.