

SPONSORED TUITION AT UC BERKELEY EXTENSION

FREE UNIVERSITY EXTENSION COURSES FOR ELIGIBLE UC BERKELEY STAFF EMPLOYEES

During fiscal year 2018, Talent and Organizational Performance, in cooperation with UC Berkeley Extension (Extension), is providing free tuition for eligible employees for one course from selected Extension courses.

Sponsored Tuition Program Description:

At UC Berkeley, workforce learning and development is a joint, on-going effort on the part of employees, supervisors, and the campus. Employees should discuss available UC Berkeley Extension courses with their supervisors to determine which courses can develop skills for current or future job duties and are a good fit with development plans and career goals. Employees must plan and receive supervisor approval for leave arrangements if they want to attend a course during working hours. A list of the approved classroom based and online courses is attached to this program description.

Note: Enroll Anytime self-paced online courses are not eligible for prepayment of tuition.

Prior to enrollment, the employee must

- Satisfy eligibility requirements (listed below)
- Obtain the support and signature of his/her supervisor to attend the course
- Sign a waiver allowing information to be given to UC Berkeley about enrollment and course completion.

Eligible employees may receive sponsored tuition for one (1) approved course per Fiscal year (7/1/2017 – 6/30/2018). Employees are responsible for incidental expenses such as books and lab fees. Failure to complete a course will cause you to become ineligible to take future courses offered through the TOP Sponsored enrollment program.

Eligibility Requirements:

UC Berkeley staff employees must be in an eligible personnel program or participating bargaining unit. Beginning in FY 2016, sponsored tuition is aligned with STAR eligibility criteria. Employees who are eligible for the Staff Appreciation and Recognition (STAR) program are eligible for the sponsored tuition program, if they meet all of the following criteria:

1. Those eligible are a:
 - a. PPSM (PSS or MSP) employee, or
 - b. Teamsters (CX) employee
2. Have successfully completed their probationary period, if applicable
3. Career staff employee (appointments 2 and 7) or Contract staff employee (appointment 1).
4. Received a “meets expectations” or better overall rating on their most recent annual performance evaluation.
5. Employee must be on pay status at the time of enrollment..

To Enroll in Eligible Classroom Based and Online Fixed-Date Courses

(this does not include “Enroll Anytime” Online Courses):

1. You must create your student account (<https://extension.berkeley.edu/portal/logon.do?method=load>) prior to requesting to enroll. Please include your campus email address as your preferred email address:
 - [Video tour of the new student account](#)

2. Once you create your student account, you receive two emails at your preferred email address: one for your user name and one for your password. Please take note of your user name as it is also your UC Berkeley Extension student ID number and you will be asked to enter it on your enrollment form.
 - You can use your user name and password to log in to your account and view and print your achievement reports at the end of the term.
 - If you forget your user name or password, select “Forgot User Name” or “Forgot Password” on the student login screen and follow the instructions to resend/reset them. You may also call (510) 642-4111 if you are having trouble logging in.
3. Download, print, and complete the Sponsored Tuition Enrollment Form that is available at the UC Learning Center – *Search for Sponsored Tuition from the Find a Course Button.*
4. Select a course from the list of approved courses, and access the Extension website extension.berkeley.edu or course catalog to determine course schedule and other details, including the course number.
5. Meet with your supervisor to discuss professional development and have supervisor sign the enrollment form.
6. Fax the signed enrollment form to UC Berkeley Extension, (510) 642-0374. Enrollment can also be completed through the mail or in person. Staff enrollment for this program cannot be processed over the phone or via the web or e-mail.
7. UC Berkeley Extension will verify that you are eligible for the sponsored enrollment program prior to your enrollment and will notify you of successful enrollment within a couple days.
8. Pay any other fees as required by UC Berkeley Extension.

Responsibilities:

Staff employees receiving sponsored tuition are responsible for:

- Abiding by all UC Berkeley Extension policies.
- Satisfying eligibility requirements and completing the enrollment process.
- Discussing courses with their supervisors to determine how the course
 - supports the employee’s professional development
 - relates to current or future job responsibilities.
- Getting approval from supervisors for course enrollment and resolution of any work schedule conflicts.
- Obtaining the support and signature of their supervisors to attend the course.
- Agreeing to allow UC Berkeley Extension to communicate enrollment and completion details to UC Berkeley TOP.
- Dropping a course (should the need arise) within the timeframes defined by UC Berkeley Extension, ensuring a refund of fees back to TOP. Failure to do so within the required timeframes will jeopardize eligibility for future participation. Employee may pay a \$35 transfer fee to transfer to another course if done so within the required timeframes. To drop or transfer, please contact UC Berkeley Extension at 510-642-4111.
- Paying any other associated costs or fees, including books, lab fees, etc.
- Successfully passing TOP-sponsored courses with a credit letter grade of “C-” or better, a grade of pass “P” or continuing education units “CEU”.
 - All “I” grades (incompletes) must be completed within the timelines as agreed upon with the instructor before an employee can request to enroll into another TOP-sponsored course.
 - Employees will become ineligible to take future courses sponsored through TOP for any of the following circumstances:
 - Completing a course with a grade of “D”, “F”, or “W”.
 - Requesting a not for credit “NC” grading option.
 - Failure to complete the coursework within the timelines as agreed upon with the instructor in order to resolve an “I” grade (incomplete).

UC Berkeley TOP will:

- Pay tuition fees at time of enrollment for approved classroom based and online fixed-date courses.
- Track employee enrollment and completion in the UC Learning Center.
- Communicate directly with the employee should any issues arise regarding enrollment, completion, or future participation in the program.

For more information, visit the UC Learning Center

- Go to Blu at blu.berkeley.edu and authenticate using your CalNet ID.
 - In Blu, select ***UC Learning Center*** from SELF SERVICE.
 - In the search box enter ***Sponsored Tuition***.
 - Click on the document and select ***START***.
 - You may also go to the catalog and search in the ***Professional Skills and Career Development category*** for the document.

For information and questions, contact the Talent and Organizational Performance at TOP@berkeley.edu or UC Berkeley Extension at (510) 642-4111.