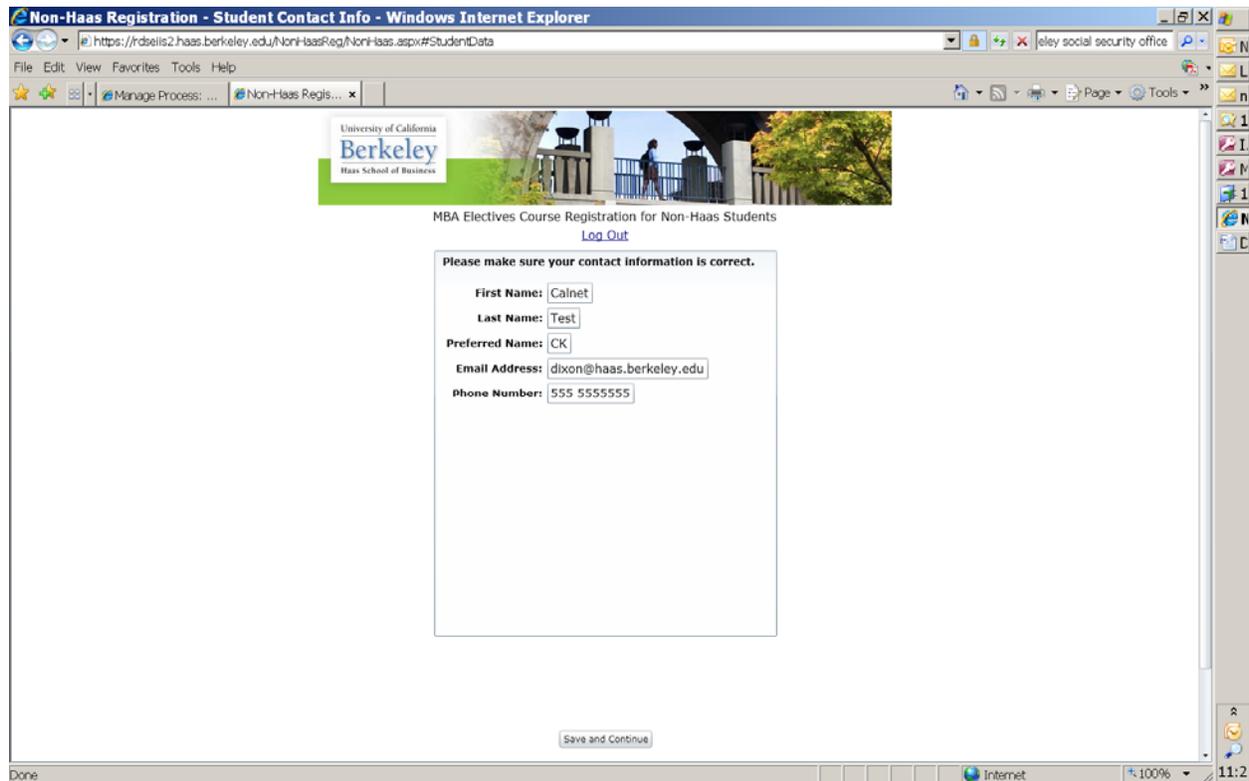


## HOW GRADUATE STUDENTS FROM OTHER CAMPUS DEPARTMENTS SUBMIT A REQUEST TO TAKE AN MBA ELECTIVE

Go to <http://mbarequest.haas.berkeley.edu>.

Log in using your CalNet ID.

This takes you to a screen containing your contact information from campus directory services. Make sure it's correct (updating anything if necessary), then click Save and Continue.



Non-Haas Registration - Student Contact Info - Windows Internet Explorer

https://rdsel12.haas.berkeley.edu/Non-HaasReg/Non-Haas.aspx#StudentData

File Edit View Favorites Tools Help

Management Process: ... Non-Haas Regis...

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MBA Electives Course Registration for Non-Haas Students  
[Log Out](#)

Please make sure your contact information is correct.

First Name: Calnet  
Last Name: Test  
Preferred Name: CK  
Email Address: dixon@haas.berkeley.edu  
Phone Number: 555 555555

Save and Continue

Done Internet 100% 11:2

Click on the process name (i.e., MBA Course Requests For Non-Haas Students).

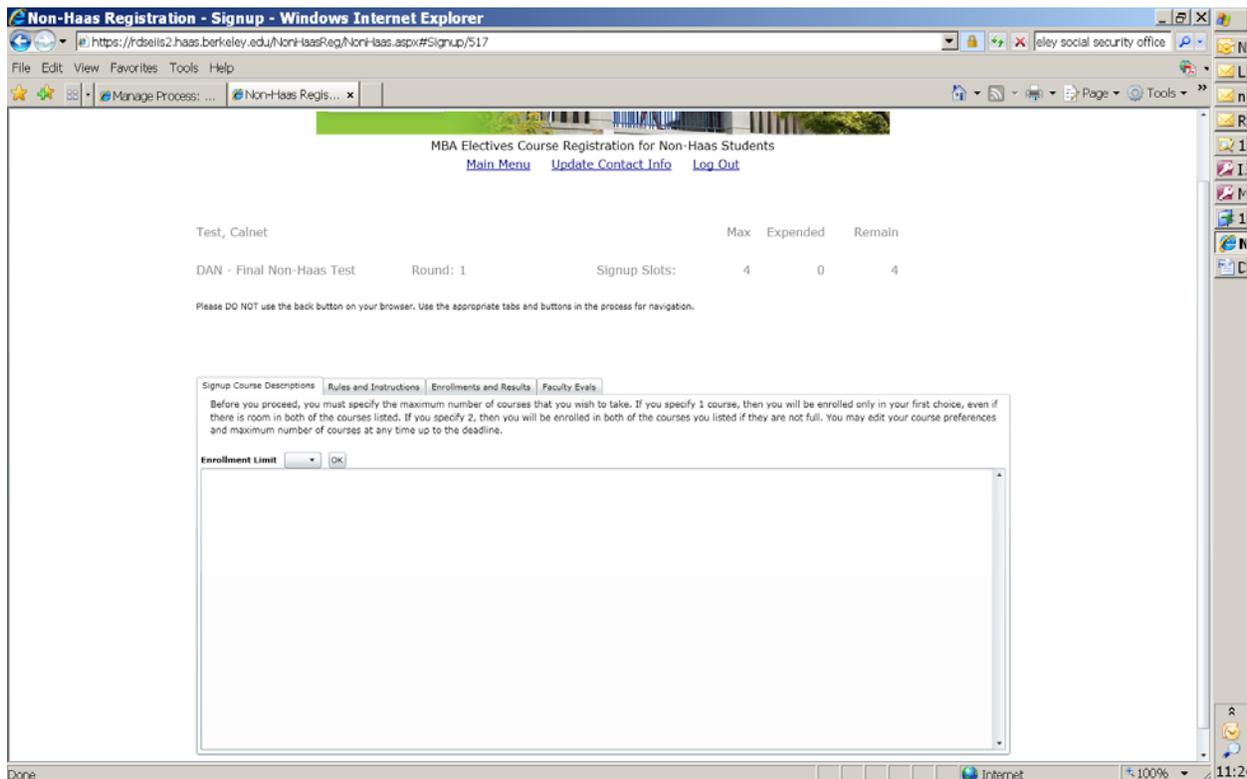
This takes you to the first screen in this process (screen shot below). Here you specify how many MBA courses you wish to take this term.

You may submit up to three course requests, even if you ultimately want to take fewer than three. Later you will be asked to rank-order your requests. If you think your top choice(s) might fill up, it's OK to submit backups. If all of the courses you requested have room, the system will enroll you in your top-ranked choice(s) first, up to the specified maximum.

For example, if you only want to take one MBA course, but are concerned your first choice will be full, specify 1 as the maximum number you wish to take, but submit requests for two courses. If both courses have room, you will be enrolled only in your first choice. If the first choice is full but the second has room, you will be enrolled in your second choice.

However, if you specify 2 as the maximum number you wish to take, and both courses have room, you will be enrolled in both.

Begin by using the Enrollment Limit pulldown menu to specify the maximum number of MBA courses you wish to take this term, then click OK.



You will now see all the courses open to non-Haas students (next screen shot below). The capacity data is real-time, and will change throughout the first two weeks of classes as MBAs and and drop courses.

Click on course number to see a brief description.

Click Add to submit course requests, starting with your first choice.

MBA Electives Course Registration for Non-Haas Students  
[Main Menu](#) [Update Contact Info](#) [Log Out](#)

Test, Calnet Max Expended Remain  
DAN - Final Non-Haas Test Round: 1 Signup Slots: 4 0 4

Please DO NOT use the back button on your browser. Use the appropriate tabs and buttons in the process for navigation.

Signup Course Descriptions Rules and Instructions Enrollments and Results Faculty Evals

Enrollment Limit: 1 [Edit](#)  
To change your enrollment limit -- the maximum number of courses from this process that you wish to take -- please click edit.

Signup	CourseNo	Course Title	Units	Instructor	Days	Times	Location	Capacity	Filled	Available
Add	MDA294.1	Wine Industry Speaker Series	1	La Blanc	W	6:00PM- 8:00PM	C230 Chev	0	207	-145
Add	MDA294.3	Selected Topics for MBA Students	1					0	145	-145
Add	MDA294.4	Selected Topics for MBA Students	1					0	145	-145
Add	MDA294.5	Selected Topics for MBA Students	1					0	145	-145
Add	MDA294.6	Selected Topics for MBA Students	1					0	145	-145

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To reorder your choices, grab the gray box showing current priority order (next screen shot below), drag and drop it into the new priority order, then click Save Order.

To delete a request from your list, click Remove.

To change your enrollment limit (the maximum number of courses you wish to take), click Edit.

Once your choices are correct, click Log Out.

You may log back into the site at any point before the deadline to change or delete your requests, and/or to check current capacity data.

You are responsible for ensuring your choices (enrollment limit, courses and priority order) are correct.

You will receive an email notifying you of the outcome when the process is complete.

Questions? Email [FTacademics@haas.berkeley.edu](mailto:FTacademics@haas.berkeley.edu).

MBA Electives Course Registration for Non-Haas Students  
[Main Menu](#) [Update Contact Info](#) [Log Out](#)

Test, CalNet Max Expended Remain  
DAN - Final Non-Haas Test Round: 1 Signup Slots: 4 2 2

Please DO NOT use the back button on your browser. Use the appropriate tabs and buttons in the process for navigation.

Signup Course Descriptions Rules and Instructions Enrollments and Results Faculty Evals

Enrollment Limit: 1 [Edit](#)  
To change your enrollment limit -- the maximum number of courses from this process that you wish to take -- please click edit.

To reorder your choices, select an item with your mouse and drag the item up or down. This will reorder the list.

Priority	Course No	Days	Credit	Slots
1	MBA294.3	T	1	-145 <a href="#">remove</a>
2	MBA294.5	T	1	-145 <a href="#">remove</a>

[Save Order](#) [Reload Last Saved](#)

Signup	CourseNo	Course Title	Units	Instructor	Days	Times	Location	Capacity	Filled	Available
Add	MBA294.1	Wine Industry Speaker Series	1	La Blanc	W	6:00PM- 8:00PM	C230 Chek	0	207	-145
Requested	MBA294.3	Selected Topics for MBA Students	1					0	145	-145
Add	MBA294.4	Selected Topics for MBA Students	1					0	145	-145
Requested	MBA294.5	Selected Topics for MBA Students	1					0	145	-145
Add	MBA294.6	Selected Topics for MBA Students	1					0	145	-145

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