

Admissions, Registration & Enrollment Information

See College of Alameda Website <https://alameda.peralta.edu/student-service/admissions-and-records/>.

Admissions Requirements

Eligibility for Admission

If you are 18 years of age or older and can profit from the instruction, you are eligible for admission as a California resident or nonresident. If you are under 18 years of age, you may also enroll if you are a high school graduate or have earned a GED or California High School Proficiency Certificate.

Residence Requirements

To be qualified as an in-state resident for tuition purposes, you must have lived continuously in California for at least one year immediately preceding the residence determination date. The residence determination date is the day before a term for which the person is applying for admission begins. You must also provide evidence to indicate that you intend to make California your permanent home. If you are an unmarried minor, your residence is that of your parents or legal guardian.

You are responsible to demonstrate clearly both physical presence in California and intent to establish California residence. In addition, you must be a U. S. citizen or hold a U.S. Immigration status that does not prevent establishment of residency.

Admission of Nonresident Students

Students who are not legal residents of California for one year and one day prior to the first day of the term may enroll as nonresident students. You will be charged Nonresident Tuition in addition to the California Community College Enrollment Fee, Campus Center Use Fee, Health Services Fee, and AC Transit Fee. Nonresidents who are both citizens and residents of a foreign country also pay a Capital Outlay Fee. **Information regarding tuition and refunds is found in the "Fees" section of the catalog.**

Note: Nonresident students pay all fees unless specifically exempted from paying a particular fee.

Admission of International Students

Special regulations govern the admission of F-1 international and non-immigrant students. International students should contact the Office of International Education for application and admissions information at (510) 466-7380 or by fax at (510) 465-3257 or email globaled@peralta.edu. All F-1 international students must complete an additional application along with a \$50 application fee and other documents. Please visit www.peralta.edu/international to learn about the application process and steps. The Office of International Education is located next to the Peralta Community College District main office at 333 East Eighth Street, Oakland, CA 94606.

INTERNATIONAL HEALTH INSURANCE FEE

Once enrolled in classes, all international students will be automatically enrolled in the mandatory health insurance program through GeoBlue. Upon enrollment, students will receive a health insurance card, coverage benefits, and an information package from GeoBlue. For more information on current health insurance fees and links, please visit <http://web.peralta.edu/international/student-health-insurance> or to review AP 5030, please visit: <http://web.peralta.edu/trustees/bps-aps/>

INTERNATIONAL STUDENT SERVICES

Special regulations govern the admission and advising of foreign students with F-1 visas. These students should contact the Office of International Education for all concerns regarding admissions or F-1 status issues. You may contact the office by phone at (510) 466-7380 or email: globaled@peralta.edu. The office is located next to the Peralta Community College District main office at 333 East Eighth Street, Oakland, CA 94606.

Admission of High School Students - High School Concurrent/Dual Enrollment Program

Peralta's concurrent enrollment program provides enrichment opportunities for high school students who can benefit from college level instruction. Access to the Concurrent/Dual Enrollment Program is NOT allowed for (1) remedial work, (2) work to make up for failed high school or middle school classes, (3) recreation or hobbies, or (4) any class that you can take at the local K-12 school.

As a high school student, you may enroll in the Peralta colleges as a special part-time student. However, if you are enrolling in 11.5 units or more you will be responsible to pay full tuition and all other fees. Your principal must recommend you for enrollment, you must have parental or guardian consent and a counselor signature on the high school concurrent/dual enrollment form.

By participating in the concurrent enrollment program, you will receive college credit. With approval of your high school, you may also receive high school credit. Upon student request the Office of Admissions and Records will send the college transcript to your high school.

Because you are enrolling in a college-level course, you must complete assessment if enrolling in an English, ESOL, or a mathematics course. You must follow all the regulations and policies of the college, including adhering to any prerequisite requirements. The college recommends, but does not require, that you bring your high school transcript to assist your college counselor in determining the correct level of course placement.

Special Admission of K-12 Students

The K-12 Special Enrollment provides enrichment opportunities for K-12 students who can benefit from college level instruction.

Peralta Community College District may admit a limited number of K-12 students who have exceptional ability, or who desire specialized or advanced training. Such admission must be with the recommendation of the principal and approval of the parent or guardian.

Students enrolling in a college level course must meet assessment requirements. The student must follow all the regulations and policies of the college, including adhering to any prerequisite requirements. K-12 students may enroll only in a selected number of courses listed below.

Special part-time concurrently enrolled K-12 students are exempt from paying the California Community College enrollment fees. However, all other fees are required and must be paid at the time of registration. (See the current Peralta Colleges Class Schedule for current health, campus use, & transportation fees). *Special enrolled K-12 students may not enroll in more than one approved class per semester. Except in summer students may enroll in two approved classes. For a list of approved classes visit the District Special Enrollment website at www.peralta.edu.*

*Students admitted in to the Peralta Community College District under the K-12 Special Enrollment earn actual college credits which will count towards their financial aid eligibility in future semesters.

All coursework is governed by the Family Rights and Privacy Act which allows release of academic information, including grades, to the student only- regardless of age. Academic information is not released to parents or third parties without the consent of the student.

Steps for K-12 Special Enrollment:

1. Download the admission application and the K-12 Special Enrollment form <http://web.peralta.edu/admissions/forms/>
2. Complete the admission application and the K-12 Special Enrollment form and obtain the signature of the school Principal.
3. Submit the completed admission application and the Special Enrollment form to the Admissions office at the college.
4. You must complete the K-12 Special Enrollment Program form each semester that the student wishes to attend.

Admission of Veterans

The College Veterans Resource Center (VRC) were established to help process VA Educational Benefit paperwork and to coordinate with other campus services. New students should contact the office at least two months prior to the term they plan to attend to initiate required paperwork. Continuing students should check in at the VRC at least one month prior to the next term of attendance to complete any paperwork that might be required for continuous VA payment. In addition, all recipients must confirm their classes with the Veterans Office after completion of registration. All material submitted to the Veterans Administration takes approximately two months for processing through the Regional Office in Muskogee, Oklahoma.

This institution will conduct an evaluation of previous education and training, grant appropriate credit, shorten the veteran's or eligible person's duration of course study proportionately, and notify the VA and student, accordingly.

After completing 12 units at a Peralta college, a veteran may apply for evaluation of military service experience for college credit. A copy of the veteran's DD-214 separation paper should be submitted to the District Admissions and Records Office. Credit granted for military service is based on *A Guide to the Evaluation of Educational Experiences in the Armed Services*, published by the American Council on Education.

Military Residence Exemption

If you are a non-resident U.S. military personnel on active duty in California (except if you are assigned for educational purposes to state-supported institutions of higher education), you receive a waiver of non-resident tuition until you are discharged from your military service. If you are on active military duty and are stationed in California for more than one year immediately prior to being separated from the military, you are entitled to resident classification for up to one year after the time you complete active duty within California. This one-year waiver after your military discharge allows the time necessary to establish permanent California residency. If you are a non-California resident serving in the military who is discharged in California, you must eventually show evidence that you have surrendered out-of-state residency. If you are a dependent of someone on active military duty in California, the waivers and procedures also apply to you.

Other Residency Exemptions

For additional residency exemptions visit our website at www.peralta.edu and review Administrative Procedure 5015 <http://web.peralta.edu/trustees/files/2011/04/AP-5015-Residence-Determination.pdf>.

Admissions Procedures

You must apply for admission online through the Peralta Colleges website (www.peralta.edu) and select the college of your choice. Please follow the OpenCCC instructions to complete and submit an online admission application. Once an application is submitted, a message is sent to your Peralta email or an email assigned by Open CCCA giving you instructions on how to log onto the Passport Student Center where you can enroll in classes. Unless exempted from the Student Success and Support Program Services, you must also complete assessment, orientation, and counseling requirements. Detailed instructions may be found online as well as in printed Schedules of Classes. On campus assistance for online registration is available in the Welcome Center, Building A-101.

Official transcripts of past academic records should be sent to the Peralta Community College District Admissions and Records Office. The address is 333 E 8th Street, Oakland, CA 94606. The student is responsible for requesting that the transcripts from other schools previously attended be mailed directly to the District Admissions and Records Office by the school issuing them.

Students can apply and enroll in noncredit classes online at <http://web.peralta.edu/workforcedevelopment/apply-and-enroll/>, or by completing a noncredit application in person at the college Welcome Center (see page 30 for more details).

AB 705

AB 705 is a bill that requires a community college district or college maximize the probability that a student will enter and complete transfer-level coursework in English and math within a one-year timeframe and use, in the placement of students into English and math courses, one or more of the following: high school coursework, high school grades, and high school grade point average (GPA).

California law AB 705 represents a significant change in the way students are placed. Students may be eligible to enroll in transfer-level math or English classes, or transfer-level courses with additional support. College of Alameda counselors will help students determine the most appropriate class.

All students who have graduated high school within ten years and who select an educational goal associated with transfer are expected to start at college-level math and English, with varying levels of support based on high school GPA, course grades, and other factors. Specific academic support may include tutoring, supplemental instruction, or co-requisite courses that will maximize the likelihood that students are successful in the transfer-level course.

College of Alameda has two pathways for students to complete transfer-level coursework in Math within one year. Students pursuing majors in Business, Science, Technology, Engineering or Math (BSTEM) fields who will need Calculus, may begin in Math 1-Pre-Calculus. Students pursuing other majors will take the Statistics and Liberal Arts Math (SLAM) pathway and may begin in Math 13-Statistics. Both paths include a same-semester support class with placement based upon high school math grades and high school GPA. English 1A or English 1AS is the entry into the English composition transfer path, with same-semester support classes and enhanced Writing Center assistance.

By Fall 2020, all California Community Colleges will offer an ESOL sequence that will allow students to complete transfer-level English within 3 years.

ONLINE ORIENTATION

All first-time students are required to participate in an Online Orientation which explains College programs, services, and facilities. Upon completion of the Online Orientation students will receive a completion certification to verify they have met this requirement.

ASSESSMENT

Assessment is a process that will help you identify which English, math or English for Speakers of Other Languages (ESOL) course best matches your skill level. College of Alameda's assessment process is compliant with AB 705. AB 705 is a law that requires California Community Colleges to maximize the probability that a student who is seeking a degree/transfer will enter and complete transfer-level coursework in English and math within one year and use multiple measures when placing students into English or math courses.

English and math assessment will occur with a counselor during a new student appointment. In accordance with AB 705, Counselors will use multiple measures from high school transcript data. If a student's high school transcript information is not available, additional multiple measures will be used. Counseling is located in the Welcome Center (A-building) or call (510) 748-2209.

For placement into ESOL levels, students will take a two-part test (writing and multiple-choice). To schedule an ESOL test, contact the Learning Resources Center (LRC) located on the 2nd floor of the library or call (510) 748-2307.

NEW STUDENT COUNSELING

All first-time students are required to participate in a new student counseling session. During this session, Counseling faculty will help students create a new student education plan, provide guidance with course selection, and clear pre-requisites. At the end of this session, the counselor will lift the Enrollment Hold so that students can register for classes online.

FOLLOW-UP COUNSELING

All new students are encouraged to meet with a counselor at least once during your first semester. This session helps you with goal setting, selection of a major, career exploration, and the completion of an educational plan. You are encouraged to make an appointment early in the semester. The counseling process is a combination of academic advisement, evaluating prior school transcripts, testing, and identification of career and educational goals—all designed to facilitate your success.

SUBMISSION OF TRANSCRIPTS

You should submit official transcripts of records covering all previous high school and college coursework. You should request separate transcripts from each school previously attended. The issuing schools should email them directly to the Peralta Community College District Admissions and Records Office. The address is 333 E 8th Street, Oakland, CA 94606, or you may bring official transcripts (in a sealed envelope) in person to the Admissions and Records Office at the college or to your counselor.

CALIFORNIA COMMUNITY COLLEGE ENROLLMENT FEE

You are required to pay a California Community College Enrollment Fee. The fee is \$46 per semester unit (subject to change) which is collected at the time of enrollment in classes.

High school students admitted on a part-time basis upon recommendation of their principal are exempt from paying the Enrollment Fee, but all other fees apply, including the Campus Center Use Fee, Health Services Fee, and AC Transit Fee.

Full-time High school students enrolling in 11.5 units or more pay tuition fees and all other fees.

ENROLLMENT FEE ASSISTANCE – CALIFORNIA COLLEGE PROMISE GRANT

The California College Promise Grant (CCPG) is available to assist you if you are unable to pay the Enrollment Fee. Eligibility requirements for these programs have been established by the California Community Colleges Board of Governors. Information on this program is available at the Financial Aid Office. Under the California Dream Act, AB 540 students may also apply for the CCPG.

NONRESIDENT TUITION

If you are not a legal resident of California for one year and one day prior to the first day of the term, you will be charged Nonresident Tuition per semester unit unless you qualify for the nonresident status known as "AB 540". Nonresident students must pay Nonresident Tuition in addition to the California Community College Enrollment Fee of \$230 per semester unit, Campus Center Use Fee, Health Services Fee, and AC Transit Fee. Note: You pay all other fees unless specifically exempted from paying a particular fee.

AB 540 California Nonresident Tuition Exemption Request

General Information

Students, who meet the following requirements, shall be exempt from paying nonresident tuition at the California Community Colleges, the California State University and the University of California (all public colleges and universities in California).

Requirements:

Any student, other than one with United States Citizenship and Immigration Services (USCIS) **nonimmigrant** visa status (see exception below for students who have been granted T or U visa status), who meets all of the following requirements, shall be exempt from paying nonresident tuition at the California Community Colleges, the University of California, and the California State University (all public colleges and universities in California).

- A student is exempt from paying nonresident tuition if the student meets all of the following four requirements:
 1. The student must have:
 - attended a combination of California high school, adult school, and California Community College for the equivalent of three years or more, or
 - attained credits earned in California from a California high school equivalent to three or more years of full-time high school course work and attended a combination of elementary, middle and/or high schools in California for a total of three or more years, and
 2. The student must have:
 - graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam), or
 - completed an associate degree from a California Community College, or
 - completed the minimum requirements at a California Community College for transfer to the California State University or the University of California, and
 3. The student must register as an entering student at, or current enrollment at, an accredited institution of higher education in California, and
 4. The student must file an affidavit with the college or university stating that if the student is a non-citizen without current or valid immigration status, the student has filed an application to legalize immigration status, or will file an application as soon as the student is eligible to do so.

- Students who are nonimmigrants who are victims of trafficking, domestic violence, and other serious crimes who have been granted T or U visa status, under Title 8 of the United States Code, sections 1101(a)(15)(T) or (U) are eligible for this exemption.
- Students who are nonimmigrants, other than those with T or U visa status as noted above, [for example, those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption.

PROCEDEURES FOR REQUESTING AB 540 EXEMPTION FROM NONRESIDENT TUITION

Complete the form entitled California Nonresident Tuition Exemption Request. Submit it to the college Admissions Office. The form can be obtained at the college's Admissions and Records Office or online at <http://web.peralta.edu/admissions/forms/>. Students may be required to submit additional documentation.

The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law.

Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration.

Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be "nonresidents".

The California Dream Act extends Cal Grant A and B Entitlement awards, Cal Grant C awards, the California Promise Grant (formerly known as the BOG fee waiver), Chaffee grants, and institutional financial aid to students that meet these criteria as well as the applicable criteria for eligibility for specific types of financial aid.

AB540 does not provide federal student financial aid eligibility for undocumented students. These students remain ineligible for federal financial aid. To maximize financial aid opportunities, AB 540 students who are ineligible to file a FAFSA should submit a California Dream Act Application <https://dream.csac.ca.gov/>

NONRESIDENT CAPITAL OUTLAY FEE

Nonresident students who are both citizens and residents of a foreign country will be charged a Nonresident Capital Outlay Fee in addition to the Nonresident Tuition, California Community College Enrollment Fee, Campus Center Use Fee, Health Services Fee, and AC Transit Fee. The Nonresident Capital Outlay fee is \$15 per semester unit. Note: Nonresident students pay all other fees unless specifically exempted from paying a particular fee.

CAMPUS CENTER USE FEE

In addition to the California Community College Enrollment Fee, Nonresident Tuition and Nonresident Capital Outlay Fee, there is a Campus Center Use Fee of \$2 per campus, per semester (excluding off-campus locations), to be collected at the time of enrollment. High school students admitted on a part-time basis on the recommendation of their principal must pay the Campus Center Use Fee. Nonresident students must also pay the Campus Center Use Fee.

AC TRANSIT EASYPASS FEE

Proposition A* requires all Peralta students enrolled in six or more units to **pay** an **AC Transit EasyPass** bus pass fee of \$42.29, thereby making them eligible to receive an **AC Transit EasyPass** bus pass. Students with **EasyPass** can ride all AC Transit bus lines, including local and Transbay service, at all times.

All students enrolled in six (6) or more units are **required** to pay an AC Transit EasyPass per semester that is collected at the time of enrollment. For more information and program updates visit, www.peralta.edu/student/ACTransitEasyPass or email easyass@peralta.edu

* PCCD Student Government passed Proposition A in the May 2009 and again in May 2016. See Administrative Procedure 5030 (Student Fees)

STUDENT HEALTH FEE

You are required to pay the Student Health fee of \$18.00 per semester for fall and spring semesters (\$15 for summer session). This fee is collected at the time of enrollment. The Health Fee is subject to change as allowed by the State Legislature. Note: Students who qualify in the following categories will be exempted from payment of the Health Fee:

1. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization (documentation required);

2. Students who are attending college under an approved apprenticeship training program.
3. Students who are attending college in non-apportionment courses

The Student Health Fee is refundable if the student drops all units on or before the last day to drop regular session classes.

STUDENT REPRESENTATION FEE

Under Education Code §76060.5, each college Student Body within Peralta CCD elected to establish a Student Representation Fee of \$2.00 per college, per semester, for each student. This fee will provide support for students or representatives who present college positions and viewpoints before city, county, district governments, and offices and agencies of the state and federal governments. Students will be charged this fee unless a Student Representation Fee waiver form is submitted to the college Bursar's Office before the last day of the semester charged.

INTERNATIONAL HEALTH INSURANCE FEE

Once enrolled in classes, all international students will be automatically enrolled in the mandatory health insurance program through GeoBlue. Upon enrollment, students will receive a health insurance card, coverage benefits, and an information package from GeoBlue.

RETURNED-CHECK FEE

There will be a \$25.00 charge on checks returned to the college.

OTHER EXPENSES

You should have adequate funds at the beginning of the semester to pay for books and enrollment fees.

You may be charged for overdue or lost library books, pamphlets, and periodicals. Certain courses and programs require the purchase of supplies and/or equipment, provided such materials are of continuing value to you outside the classroom setting and provided they are not solely or exclusively available from the district. Field courses and field trips may require personal transportation.

For further information about fees and the financial aid/scholarships available, stop by the Financial Aid Office.

FEE PAYMENT POLICY

You must pay all applicable fees no later than two (2) weeks before the beginning of the term. Failure to do so will result in classes being dropped. If you add classes after this deadline, you are required to pay your fees immediately or you will be dropped from your classes and a hold WILL be placed on your account and your debt may be sent to collections.

FEE PAYMENT DEADLINE

Tuition and enrollment fees are due and payable at the time of registration, and each time subsequent classes are added.

FEE PAYMENT OPTIONS

There are several fee payment options available: In person at the Cashier's Office; by mail (check or money order made payable to Peralta Community College District); online by credit/debit card (Visa or MasterCard); and by payment plans that are available upon request. For additional information, go to www.peralta.edu. Admissions and Records, and follow appropriate links to Payment Policy.

PAYMENT OF CHARGES AND FINANCIAL AID DISBURSEMENTS

When receiving financial aid disbursements, all eligible charges, upon authorization, will be deducted before remaining amounts are released. For more information on Financial Aid disbursements, please visit

<http://web.peralta.edu/financial-aid/>
or the campus Financial Aid office.

ENROLLMENT FEE REFUND POLICY

Class Cancellations

The State-mandated Enrollment Fee will be fully refunded if an action of the college (e.g., class cancellation) prevents you from attending class.

Regular Session (Full-Term) Classes

If you cancel your registration prior to the first day of instruction, or if you officially withdraw from classes during the first two weeks of instruction, you shall be entitled to a full refund, less a \$10 processing fee (charged whether or not the class was attended).

If you officially complete a change of program during the first two weeks of instruction, and as a result reduce the number of units in which you are enrolled, you are entitled to a refund if the change places you in a different enrollment fee category. You shall not be subject to the processing fee.

If you pay an enrollment fee of less than \$10, and cancel your registration or withdraw from all classes before the deadline, the processing fee shall equal the Enrollment Fee.

No refund of the Enrollment Fee will be made to any student who withdraws from classes after the first two weeks of instruction. This refers to fall and spring semesters only. Please refer to deadline dates in the Schedule of Classes for the other sessions.

Members of an active or reserve military unit who receive orders compelling a withdrawal from courses, may, upon petition, receive a full refund of the Enrollment Fee unless academic credit is awarded.

Short-Term and Open-Entry/Open-Exit Classes

If you enrolled in a short-term or open-entry/open-exit class, you will receive a 100 percent refund if you officially withdraw within 10% of the first class meeting to receive a refund. No refunds will be issued after this date. Please refer to the deadline dates in the Schedule of Classes.

Variable-Unit Classes

No refund shall be made for variable units not earned by the student.

NONRESIDENT TUITION AND CAPITAL OUTLAY FEE REFUND POLICY

A full refund of Nonresident Tuition and Capital Outlay Fee will be made for any class which is canceled by College of Alameda. Also, a 100 percent refund (minus a \$20 processing fee) will be made for any class from which you withdraw through the last day to drop regular session credit classes and receive a refund. There will be no refunds after this date.

No refund will be made to you after the "no grade record date" for regular session classes. You may appeal to the Vice President of Academic and Student Affairs to waive restrictions of this refund policy for cases of extreme hardship.

NONPAYMENT OF FEES AND OTHER OBLIGATIONS

The college, under appropriate rules and regulations, will withhold grades, transcripts, diplomas and registration privileges, or any combination thereof, from any student or former student who fails to pay the enrollment fee or nonresident tuition. Grades, transcripts and diplomas will be withheld from students or former students who fail to pay loans, other fees, or obligations which have been properly charged to him/her.

DROPPING A STUDENT FOR NONPAYMENT OF ENROLLMENT FEES

Payment Policy: Students must pay all applicable fees no later than two (2) weeks before the beginning of the term. If a student owes more than \$800 in fees two weeks before the beginning of the term, all classes will be dropped. Students, who add classes after the two week deadline and then owe more than \$800 in fees, are required to pay all fees before classes start or all their classes will be dropped. Students who owe any fees as of the last day of enrollment will have a hold placed on their account so that they cannot enroll in future semesters or receive their transcript, and their debt may be sent to collections. For important dates, see the A&R website: <http://web.peralta.edu/admissions/>

Installment Payment Plans: Students who owe fees from the current or previous terms may opt to pay these fees through an installment payment plan. Students are required to pay at least \$25 of their owed fees and develop an installment payment plan prior to enrolling in classes. Students can only participate in one payment plan. Please refer to the PCCD A&R website on "Payment Policies" for more details: <http://web.peralta.edu/admissions/payment-policies/>

Student's Responsibility to Drop: Dropping or withdrawing from a course is not an automatic process. It is the student's responsibility to drop the classes he/she is not attending. If the student does not drop a class, he/she will be charged and could receive an "F" or "W" grade that will appear on the student's permanent record.

Campus Parking and Traffic Regulations

Students must park their vehicles only in authorized lots on the south side of the campus and must pay a Parking Fee of \$2.00 a day.

Semester parking permits can be purchased for \$40.00 for students enrolled in less than 9 units or \$29.00 for students enrolled in 9 units or more (\$20.00 for students with CCPG). Semester motorcycle permit is \$10.00. Summer session parking permit is \$20.00 (Summer motorcycle permit is \$5.00).

YOU MUST OBTAIN A STUDENT DECAL TO BE DISPLAYED ON YOUR AUTOMOBILE WINDOW WITH THE DAILY PAID PARKING RECEIPT.

Both the decal and the parking permits are issued from the college Cashier's Office.

Students must not park in unauthorized areas, including red zones, yellow (loading) zones, blue (disabled) zones, or in areas designated for administrative, staff or faculty parking. **Disabled students whose vehicles display a valid DMV placard and a valid parking permit may park in designated disabled parking zones. Visitors park in a fee lot and pay \$2.00 a day.**

The campus speed limit is 5 MPH. All provisions of the California Vehicle Code apply to individuals driving (and to vehicles being driven) on the campus. These regulations are strictly enforced. Violators will be cited and vehicles parked illegally may be towed at owner's expense. College officials do not have authority to rescind or to arbitrate citation matters.

ENROLLMENT POLICIES AND PROCEDURES

Adding Classes/Change of Classes

The last day to add regular session (full-term) classes is available online www.peralta.edu under Admissions and Records. This is also published in the academic calendar of the current Schedule of Classes. After the specified date, only short-term or open-enrollment classes may be added. Refer to the current Schedule of Classes for procedures to follow to add and drop classes.

Attendance Policies

Attendance is expected at every meeting of all courses in which students are enrolled.

1. Instructors may drop a student from class if the number of absences during a semester exceeds the number of times the class meets in two weeks, unless there are extenuating circumstances warranting special consideration by the instructor.
2. All instructors may drop students who do not attend class by Census Day if the student has not contacted the instructor with an explanation satisfactory to the instructor as to why he/she has not attended. All drops must be recorded on the Census Rosters and Instructors' Class Records.
3. It is the student's responsibility to drop from classes that they do not wish to attend. Instructors have two opportunities to drop students (1) Instructors are to drop students on the online Census Roster; and, (2) Instructors are to drop students using the online Attendance Verification Roster. Instructors will no longer indicate drop dates on rosters or submit Drop Cards for students.
4. The instructor's decision to drop a student for not meeting the attendance requirements of the class is FINAL.
5. Leaves of absence may be granted by the instructor for limited periods to cover illness, hospitalization, or acute emergencies. Requests for such leaves should be made directly to the instructor by contacting the instructor either in person, by phone, or by email.
6. Responsibility for making up work missed because of absence rests with the student.
7. District policy limits attendance in classes to those who are officially enrolled in the class.

Auditing Classes

Peralta Board Policy does NOT permit students to audit classes. Class attendance is limited to students who are officially enrolled.

Enrollment in Conflicting Classes

Students are NOT permitted to enroll in classes with conflicting or overlapping meeting times.

Excess Units

Students may not enroll in more than 18 units at the Peralta Colleges without prior approval. Counselor approval is required for enrollment in a combined total of 18.5-21.5 units per semester at all Peralta Colleges. Enrollment in 22-25 units per semester requires the approval of the Vice President of Student Services. Under no circumstances will approval be granted beyond 25 units. The maximum load for summer session is 10 units.

No Shows

Students who are not present at the first class meeting may be dropped by the instructor, and their seat may be given to a student on the wait list.

Open Classes/Open Enrollment

It is the policy of the Peralta Community College District that, unless specifically exempted by statute, every course, course section or class, wherever offered and maintained by the District and for which the average daily attendance is to be reported for state aid, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, Part VI, Title 5 of the California Administrative Code, commencing with Section 51820.

Student Study Load

In order to complete an Associate in Arts or Associate in Science Degree at one of the Peralta Colleges in two years, an average study load of 15 units per semester is advised. For college purposes, a full-time student is one who is carrying 12 or more units.

Wait Lists

During the enrollment period prior to the start of classes, students wishing to add classes which have reached the enrollment limit, can add themselves to the wait list. A process will run each night that will automatically enroll students in the class from the wait list as seats become available. An email will be sent to the student's Peralta email notifying them of the enrollment and the charge to their student account. Student should check their Peralta email regularly. The last day a student can add to a wait list is the day before the first day of the term. Wait lists apply only to regular session (full-term) classes.

After classes begin, students enrolled in the class who do not show up for the first class meeting may be dropped by the instructor who will then add students from the wait list. If you are not moved into the course from the wait list during the enrollment period, you must be sure to attend the first meeting of the class to be considered for late enrollment from the wait list. If there is a space available and you are not at the class, you will lose your place on the wait list and another student may be added instead.

Important details you should know:

- Adding to a wait list does not guarantee enrollment in the class.
- All corequisites or prerequisites must be completed before you will be enrolled from the wait list.
- You will not be enrolled from the wait list if the class conflicts with times of your existing class schedule.
- You can view your wait list position in your online student center (under class schedule).
- You can remove yourself from a wait list the same way you would drop a class in your online student center.

DROPPING CLASSES/WITHDRAWAL

Students are responsible for dropping classes using the Passport System or at the college Office of Admissions and Records.

Students should refer to the academic calendar in the catalogs or the class schedule to determine the deadline dates for dropping a class with a refund, with no grade, or with a "W" grade. A withdrawal that occurs prior to the Census date shall not be noted on the student's academic record.

A "W" grade symbol will be recorded on the student's transcript up on withdrawal during the period after the Census date and the end of the fourteenth week of instruction (or between 21% to 75% of instruction for the summer session and short-term courses). The "W" grade symbol shall not be used to determine academic probation but only to determine progress probation. The academic record of a student who did not withdraw from a class nor was dropped by the class instructor within the time allowed must reflect a grade other than "W" as awarded by the instructor.

Students will not be permitted to withdraw and receive a "W" in a class more than three times (substandard grades are also included in determining the ability to repeat courses).

Enrollment Fee Refund Information can be obtained at the following link <http://web.peralta.edu/admissions/payment-policies>.

Prerequisites, Corequisites and Recommended Preparation

The Peralta Community College District has established certain prerequisites, corequisites, and recommended preparation (advisory) for courses and programs in a manner consistent with law and good practice. The District and college believe that these requirements are necessary for students' academic success. Students who do not meet these requirements are highly unlikely to receive a satisfactory grade in the course. Students may not officially enroll in a course without the appropriate prerequisite, corequisite, or equivalent preparation.

PREREQUISITE means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. A prerequisite represents a set of skills or a body of knowledge that a student must possess prior to enrollment and without which the student is highly unlikely to succeed in the course or program. Students will not be permitted to enroll in such courses and programs without the appropriate prerequisite. A prerequisite course must be completed with a satisfactory grade (A, B, C, P).

COREQUISITE means a condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course. A corequisite represents a set of skills or a body of knowledge that a student must acquire through concurrent enrollment in another course and without which the student is highly unlikely to succeed. Students must concurrently enroll in the corequisite course.

RECOMMENDED PREPARATION (ADVISORY) means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program. Recommended preparation represents a set of skills or a body of knowledge which enable a student to achieve a greater depth or breadth of knowledge of course material but without which the student is still likely to succeed in a course or program.

If a student has not shown evidence of the prerequisite or corequisite, the student will be temporarily enrolled in the course until the last day to add the class. The student will be given ample time to provide proof of prerequisite or corequisite or complete the waiver process for the prerequisite or corequisite at which time he/she will be officially enrolled.

There are three options:

- Petition for Prerequisite/Corequisite Equivalency
- Petition for Prerequisite/Corequisite Substitution
- Prerequisite/Corequisite Challenge

Petition for Prerequisite/Corequisite Equivalency

The District will maintain a list of courses offered at other colleges or universities that satisfy the District's prerequisites. A student who has taken one of these equivalent courses at another college or university may bring a transcript showing successful completion of the course to the Counseling Office, Admissions and Records Office or Dean's Office and complete a Prerequisite/Corequisite Equivalency form. Upon verification, the student will be officially enrolled in the course.

Petition for Prerequisite/Corequisite Substitution

If the course does not appear on the pre-approved list, the student will have to complete a Petition for Prerequisite/Corequisite Substitution with the appropriate written documentation attached (course outline and transcript). If, upon review by the Department Chair, Dean, and/or Vice President of Academic and Student Affairs, the course is determined to be an equivalent prerequisite, the student will be officially enrolled in the course.

Petition for Prerequisite/Corequisite Challenge

If a student desires to challenge the prerequisite or corequisite, he/she must file a petition for Prerequisite/Corequisite Challenge with written documentation to the Office of Admissions and Records. A challenge will be resolved by the appropriate staff within five (5) working days. If the challenge is upheld, the student will be officially enrolled in the course. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term; and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student enrolls for the subsequent term. If the challenge is not upheld, the student will be notified that he/she has been dropped from the course. The student shall bear the initial burden of showing that grounds exist for the challenge.

Grounds for challenge shall include the following:

1. The student has acquired through work or life experiences the skills and knowledge that is presupposed in terms of the course or program for which it is established.
2. The student has not yet been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students and would be delayed by a semester or more in attaining the degree or certificate specified in his or her Student Educational Plan.

3. The student demonstrates that he or she does not pose a threat to himself or herself or others in a course which has a prerequisite established to protect health and safety.
4. The prerequisite is not necessary and appropriate for success in the course and has not been established in accordance with the District's process for establishing prerequisites and corequisites.
5. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
6. The student will be subject to undue delay in attaining the goal in his or her educational plan because the prerequisite or corequisite course has not been made reasonably available.

Program Preparation

Students should consult college counselors in preparing their programs. Required courses are listed under each vocational and liberal arts major prior to the course descriptions. Certain state university and college requirements are listed in the section "Transfer Information" to aid students who wish to develop a tentative program before meeting with a counselor. Continuing students should consult a counselor as soon as possible for assistance in preparing a program of classes. Students may not enroll in classes which have conflicting or "overlapping" scheduled meeting times.

Study Load

A full-time study load is 12 units. A student may not carry more than 18 units a semester without special permission. Such permission ordinarily is not given to any student who has not maintained a grade-point average of 3.0 the previous semester. (See section on Grades and Grade Points for explanation of grade-point average.)

An absolute maximum unit load is set for 25 units at an individual college or combination of Peralta colleges. Advance approval from a counselor for carrying in excess of 18 units, including variable units, must be filed in the Admissions and Records Office.

For summer session, a maximum unit load is set for 10 units.

It is recommended that students who are employed consider carefully their unit loads and study time in relationship to the number of hours they spend on their jobs.

Noncredit Courses

College of Alameda offers noncredit classes and certificate programs for students seeking self-improvement, increased literacy and job skills, and access to higher education and employment. Noncredit classes are free, do not require proof of residency and do not have prerequisites.

The Board of Governor's for California Community Colleges established noncredit classes and programs to provide an "educational gateway" or a "portal to the future". It serves as a key contributor to "open access" for students who seek ways to improve their earning power, literacy skills and access to higher education.

Noncredit courses are intended for students who want to gain general knowledge, learn a new skill, upgrade existing skills, enrich their understanding about a wide range of topics, or develop personal interests. Noncredit courses are NOT applicable toward a degree and no units are earned. Upon completion of a series of required classes, students may earn a noncredit vocational certificate. Although students may not initially need or desire unit credit, noncredit often serves as the first point of entry for many under-served students as well as a transition point to credit instruction.

There is no tuition for noncredit courses. However, a few courses include a fee for materials provided to students. Students are also responsible for the purchase of books and supplies. Upon completion of a course, students will receive a grade of Pass, No Pass or Satisfactory Progress.

Students can apply and enroll in noncredit classes online at <http://web.peralta.edu/workforcedevelopment/apply-and-enroll>, or by completing a noncredit application in person at any of the Peralta College Admissions and Records Offices, or the Peralta Workforce Development and Continuing Education Office. Students may enroll in both credit and noncredit classes. Students may also order a noncredit transcript from Admissions and Records.

For more information on enrolling in noncredit courses please contact the Adult Education Office at (510) 748-5250, email coa-ae@peralta.edu, or visit the College of Alameda Welcome Center.