

Exemption from Assessment Test Component Only

If you meet at least one of the following conditions, you shall be exempt from the assessment test component:

1. You have successfully completed (grade of “C” or higher) college level English and mathematics courses (transcript or grade report required); **or**
2. You have, within the last three (3) years, taken an assessment test that the Peralta counseling faculty can use to determine suitable placement in English and mathematics.

Note: If you have received services for a learning disability in the last three years at any California community college, you may be exempt from the assessment component. You should call the Programs and Services for Students with Disabilities (PSSD) Office at (510) 981-2812 or (510) 981.2813 as soon as possible to make an appointment to see a counselor or learning disabilities specialist.

Exemption from Orientation Component

Contact a counselor concerning possible exemption from the orientation component.

A Note for Students with Disabilities

If you are a student with a physical, psychological, acquired brain injury, visual, communication, or learning disability who may require special assistance to participate in our registration, assessment, or other parts of our Orientation/Assessment/Counseling process, please contact Berkeley City College’s Disabled Students Programs and Services Offices (DSPS) at (510) 981-2812 or (510) 981-2813.

Students’ Rights and Responsibilities

If you are a student wishing to claim exemption from any SSSP component or choosing not to participate, you must file the appropriate waiver form, available online at <http://web.peralta.edu/admissions/files/2011/06/Exemption-from-SSSP-5-28-2015.pdf>

If you wish to file a complaint alleging unlawful discrimination in the implementation of SSSP practices, please refer to the Peralta Community College District Policy on Nondiscrimination.

To challenge SSSP regulatory provisions or file a complaint, you should contact the Vice President of

Student Services for information regarding applicable college policies and procedures.

Failure to comply with SSSP policies regarding the declaration of an educational goal and development of an educational plan without completing the necessary waiver form may result in the loss of services.

Enrollment Policies and Procedures

Adding Classes/Change of Classes

The last day to add regular session (full-term) classes is available online <http://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 **shall** 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, with two exceptions: (1) Instructors are to drop students on the online Census Roster; and, (2) Instructors are to drop students using the online Attendance Verification Roster.**
4. The instructor’s decision to drop a student for not meeting the attendance requirements of the class is final.