

# Admissions, Registration and Enrollment Information



**T**he California Community College System is unique in the world. Based on the principles of democracy, it is an integral part of the American system of public education. Open access is its hallmark; educational opportunity the goal. Since opening its doors in 1974, Berkeley City College has been committed to providing educational opportunities to students from diverse backgrounds and experiences.

At Berkeley City College, we are committed to our students' success. This commitment begins the moment you are admitted to the college, and continues until you reach your educational goal. We provide you with assessment, orientation, counseling and follow up activities to ensure that you succeed.

Our faculty and staff stand ready to enter into a partnership with you to help you make the most of the educational opportunity that California's community college system provides.

## Admissions Requirements

### 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 non resident. 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

#### Admission of Nonresident Students

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 Illegal 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

Berkeley College will admit you if you are an

international student holding an F-1 or M-1 visa. Special regulations govern the admission of foreign 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 [gloaled@peralta.edu](mailto:gloaled@peralta.edu). The International Student Application form along with a \$50 application fee is required. Upon acceptance, the student must complete the online CCC Apply application at <http://www.cccapply.org/>. The Office of International Education is located is 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, ESL, 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 level of course placement.

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### Special Admission of K-10 Students

The K-10 Special Enrollment provides enrichment opportunities for K-10 students who can benefit from college level instruction.

Peralta Community College District may admit a limited number of K-10 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-10 students may enroll only in a selected number of courses listed below.

Special part-time concurrently enrolled K-10 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-10 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 <http://www.peralta.edu>.

*\*Students admitted in to the Peralta Community College District under the K-10 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-10 Special Enrollment:

1. Download the admission application and the K-10 Special Enrollment form:  
<http://web.peralta.edu/admissions/forms/>
2. Complete the admission application and the K-10 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-10 Special Enrollment Program form each semester that the student wishes to attend.

### Admission of Veterans

The College Veterans Affairs Office was 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 Veterans Affairs Office at least one month prior to the next term of attendance to complete any paperwork that might be required for continuous VA Education Benefit payment. In addition, all recipients must confirm their classes with the Veterans Affairs Office after completion of registration, and once again the week before final exams begin. 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 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. Under federal law (H.R. 357), recent veterans will be eligible for in-state tuition regardless of previous state residency. If you are a veteran and you are new to California or returning after a year-long absence, please fill out a “California Residence Questionnaire.” Turn this questionnaire in to Admissions and Records (first floor of campus) with a copy of your DD-214 and a copy of your photo ID. 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 <http://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 (<http://www.peralta.edu>) and select the college of your choice. Please follow the Open CCC 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 CCC 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 Berkeley City College Welcome Center located on the ground floor of the college at 2050 Center Street.

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.

### **Student Success and Support Program Services**

All first-time students are required to complete the 3 core services as part of the Student Success and Support Program (SSSP) services. The three core services include orientation and advising, taking an assessment test and meeting with a counselor before enrolling in classes.

### **Assessment and Testing**

Assessment testing is required for all students planning to enroll in certain courses (e.g., English, math, ESL, etc.). If you have achieved satisfactory ACT (American College Test) or SAT (Scholastic Aptitude Test) scores or have tested at another community college, you should see a counselor for a recommendation for class placement. If you have earned an AA degree (or higher) the decision to consult with a counselor is optional. To advance into the registration page, seek the assistance of a counselor to override the SSSP Requirements. The Peralta Colleges participates in the use of multiple measures as means of assisting students with course placement.

New and continuing students should refer to the current Schedule of Classes for test dates or contact the Counseling Office or Assessment Office. Students with special testing needs must sign up in advance for testing through Programs and Services for Students with Disabilities.

### **Orientation and Advising**

All first-time students are required to participate in an orientation and advising session. College programs, services, and facilities will be explained. Any exempted student can participate in SSSP services to learn about student activities and leadership opportunities. Counseling staff will assist you with course selections. Also refer to the section that explains the Student Success and Support Program services and procedures.

### **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