

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 College of Alameda, Laney and Merritt college campuses, and must pay a Parking Fee of \$2.00 a day. The exception to this is Berkeley City College, which has no student parking. BCC does not issue parking permits.

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 BOGW fee waiver). The 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.

You 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.

Berkeley City College Student Success Program

Note: Chinese and Spanish translations may be found online at: <http://eperalta.org/wp/translations>

The Student Success and Support Program (SSSP)

Previously known as Matriculation, SSSP is a state-mandated program/process which brings the College’s staff and resources into a *partnership* with you to ensure your educational success. Berkeley City College agrees to provide an organized process of: admission, orientation, assessment, counseling and/or advising, and the monitoring of your progress through follow-up activities. You agree to declare a specific educational objective within a reasonable length of time, complete a Student Educational Plan, attend classes regularly, complete assigned course work, and maintain satisfactory progress toward the achievement of your educational goal. All students, except those exempted on the basis of locally-established criteria (see Exemption from SSSP) are expected to complete the State’s SSSP requirements.

Student Success and Support Program (SSSP) Components for Educational Success

The following five components of SSSP will help ensure educational success:

1. Admission—The admissions application provides the college with information about educational plans and career goals. It also helps the college determine your SSSP status.
2. Orientation—An orientation session introduces you to the college’s programs, services, academic

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regulations, expectations, and campus facilities; the focus is on how to succeed in college.

3. **Assessment**—An assessment session provides you with a measurement of your current skills in reading, writing and mathematics. The results from these assessment tests are advisory only. In addition to measuring current skills, the assessment gathers “multiple measures” information about your previous academic experiences, study skills and habits, motivation and support system, and outside commitments.
4. **Counseling and Advisement**—A counselor helps you to develop a Student Educational Plan (SEP) and select appropriate courses based on your educational objectives, assessment results, and “multiple measures” information.
5. **Follow up**—Your counselor, on a regular basis, monitors your progress toward the attainment of your educational goal. The counselor also assists in reviewing, updating, or revising your educational plans. Your counselor may refer you to support services as necessary.

Special Follow-Up Efforts in Completing the SSSP Process

Berkeley City College makes special efforts to support your successful SSSP if you are “undecided” about your educational goal, are enrolled in basic skills courses, or are on progress and/or academic probation/dismissal. If you are an “undecided” student (in other words, you have not chosen a major or specific goals for your education), the counselors at Berkeley City College can help you with the decision-making process. As a student enrolled in basic skills courses, the college offers you extra support opportunities, such as tutoring, to help you successfully complete your basic skills courses. Finally, if you have difficulty with your studies and your performance results in probation or dismissal status, you will receive a letter asking you to see a counselor or the Vice President of Academic and Student Affairs, who will offer you support and assistance to improve your academic performance. Selection of any of the following educational objectives will provide you the opportunity to participate in the Student Success Program Services:

- Obtain a bachelor’s degree (with or without an associate degree)
- Obtain a two-year associate/vocational or career technical education degree (without transfer)
- Earn a vocational/ career technical education certificate(without transfer)
- Improve basic skills in English, reading, and/or mathematics
- Undecided goal

If you do not have an associate degree or higher degree and if you enroll in 12 or more semester units, the college will also consider you an eligible SSSP student, regardless of your educational objective. The college strongly encourages and welcomes all students to participate in the SSSP services, regardless of whether or not you meet the criteria for exemption from SSSP services or the assessment component. If you are exempt, the college does not require you to participate in the SSSP services. (See the following Peralta Community College District Exemption Policy.)

Exemption from the Student Success and Support Services

You may be exempt from the SSSP services process at the Peralta Colleges under the following conditions:

1. You have earned an associate degree or higher from an accredited institution, or
2. You are enrolling in fewer than 12 units, and you have declared one of the following educational objectives:
 - discover/formulate career interests, plans, goals, or
 - prepare for a new career (acquire job skills), or
 - advance in current job/career (update job skills), or
 - maintain certificate or license (e.g., nursing, real estate), or
 - acquire educational enrichment (intellectual, cultural), or
 - complete credits for high school diploma.

Note: *You may participate in any of the matriculation components even though you qualify for exemption.*

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 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.