

Admissions Registration and Enrollment Information

Fee Schedule	
Tuition (CCC* Enrollment Fee)	\$46.00 per semester unit
Non-resident Tuition (AB 540 Exemption)	\$46.00 per semester unit
Non-resident Tuition (in addition to CCC Fee)	\$230.00 per semester unit
Non-resident Capital Outlay Fee (in addition to CCC Fee)	\$15.00 per semester unit
Student Representation Fee (per campus)	\$2.00 per semester
Campus Center Use Fee (per campus)	\$2.00 per semester
AC Transit EasyPass Fee (for students enrolled in 6 or more units)	\$40.79 per semester (fall 2017/spring 2018)
Student Health Fee	\$18.00 for fall and spring semesters \$15.00 for summer semester

*CCC = California Community College

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 full tuition fees and all other fees.

Enrollment Fee Assistance—Board of Governors Enrollment Fee Waiver

The Board of Governors Enrollment Fee Waiver (BOGW) 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 BOGW.

Non-Resident 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 Non-resident Tuition per semester unit unless you qualify for the non-resident status known as “AB 540”. Non-resident 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.

Nonresident Fee Exemption/ AB 540

If you are a Non-resident student and meet the following criteria, you are exempt from nonresident and capital outlay fees:

1. You must have attended a (public or private) California high school and or a combination of high school and elementary or secondary school for three years or more.
2. You must have graduated from a California high school or attained the equivalent (e.g., GED or proficiency exam).
3. If you are an alien student who is without lawful immigration status, you must file an affidavit with the college that indicates that you have applied for legalization or will apply as soon as you are eligible.

The California Dream Act (AB 131) expanded AB 540 to include students who attended and graduated from technical schools and adult schools, if at least one of those 3 years included attendance at a California high school.

Complete and submit an *AB 540 CA Non-resident Tuition Exemption Request* to the college Admissions and Records office.

AB540 California Nonresident Tuition Exemption Request for Eligible California High School Graduates

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:

The student must have attended a high school (public or private) in California for three or more years. The student must have graduated from a California high school or attained the equivalency prior to the start of the term (for example, passing the GED or California High School Proficiency Exam.) The California Dream Act (AB 131) expanded AB 540 to include students who attended and graduated from technical schools and adult schools, if at least one of those 3 years included attendance at a California high school.

An undocumented student who is without lawful immigration status must file an affidavit with the college stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

Students who are non-immigrants (for example, those who hold F (student) visas, B (visitor) visas, etc.) are not eligible for this exemption.

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. The Non-Resident Tuition Exemption form can be requested and submitted to Admissions and Records or downloaded online at <http://web.peralta.edu/admissions/files/2014/11/AB-540-Affidavit-CA-Nonresident-Tuition-Exemption-10-6-141.pdf>

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.” These students remain ineligible federal financial aid. Under the California Dream Act of 2011 (AB 130 and AB 131), they are eligible to apply for some forms of financial assistance including institutional scholarships such as the Peralta Foundation Scholarship, the Board of Governors Fee Waiver, Chafee Foster Youth Grant, and Cal Grants. AB 540 students may also apply for EOPS. 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/>

For more information on AB 540 and the California Dream Act, please visit <http://web.peralta.edu/admissions/residency-requirements/>

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 Registration and Enrollment Information

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

All students enrolled in six (6) or more units are required to pay an AC Transit EasyPass Fee per semester, collected at the time of enrollment. The fee entitles eligible students to receive an AC Transit EasyPass bus pass for the semester. For more information and program updates: <http://web.peralta.edu/student-services/ac-transit-easypass/> or email EasyPass@peralta.edu

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.

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 <http://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 percent of the first class meeting to receive a refund. No refunds will be issued after the 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 Berkeley City College. 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

Admissions Registration and Enrollment Information

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