

### 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.

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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. Students 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 upon 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 preparations 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

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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.

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 is ordinarily reserved for students who have 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 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.

### **Procedures and Policies Regarding Student Access to Education Records**

In compliance with requirements established by the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380, as amended) and regulations in Title 5 of the California Administrative Code Chapter 6, a cumulative record of enrollment, scholarship, and educational progress shall be kept for each student.

- A. Release of Student Records: No instructor, official, employee, or Governing Board member shall authorize access to student records to any person except under the following circumstances:
  1. Student records shall be released pursuant to a former or current student's written consent.
  2. "Directory information" may be released in accordance with the definitions in Board Policy 5040.
  3. Student records shall be released pursuant to a judicial order or a lawfully issued subpoena.
  4. Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.
  5. Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record.
  6. Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements.
7. Student records may be released to officials of other public or private schools or school systems, including local, county or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code Section 76225.
8. Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid.
9. Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering financial aid, programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of

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students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted.

10. Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law.

### B. Federal Military Recruitment

The following information shall be released to the Federal military for the purposes of federal

military recruitment:

1. student names,
2. addresses,
3. telephone listings,
4. dates and places of birth,
5. levels of education,
6. majors,
7. degrees received,
8. prior military experience,
9. and/or the most recent previous educational institutions enrolled in by the students.

