



**RELEASE OF ENROLLMENT HOLD  
EXEMPTION FROM ALL STUDENT SUCCESS & SUPPORT PROGRAM SERVICES**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
*Last First M.I.*

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Enrollment status:  New Student  Continuing Student  Returning Student Term: \_\_\_\_\_ Semester 20\_\_\_\_\_

**CAUTION: Students who exempt from Orientation, Assessment, and Education Planning/Counseling will NOT obtain priority registration.**

I request exemption from the Student Success and Support program requirements because: **(Select One)**

- I have already earned an Associate’s degree (AA/AS) or higher from an accredited college or university. Attach a copy of transcript.
- I am/will be a student at a non-PCCD College. I am taking a PCCD course to satisfy a course requirement at my primary college. Name of your primary college: \_\_\_\_\_
- My educational goals ***do not include***:
  - Transfer to a college or university from a PCCD college
  - Attainment of a certificate or degree from a PCCD college
  - Career development
 Specific reason for enrollment: \_\_\_\_\_
- I am enrolling in courses mandated for employment or in response to a significant change in industry or licensure standards. Attach a copy of document verification.

I understand that not fulfilling these requirements will prevent me from having a priority registration date each semester.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved \_\_\_\_\_ Date: \_\_\_\_\_  
*Counselor Name*

Denied \_\_\_\_\_ College: \_\_\_\_\_  
*Counselor Signature*

**ADMISSIONS AND RECORDS USE ONLY**

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Program plan updated – Student exempt status



## RELEASE OF ENROLLMENT HOLD EXEMPTION FROM ALL STUDENT SUCCESS & SUPPORT PROGRAM SERVICES

**Complete the form on the other side if you DO NOT intend to participate in Orientation, Assessment, and Education Planning/Counseling.  
Reminder: if you opt out of these services, you will NOT obtain priority registration for the following term.**

Although your chances for success in college are greater if you participate in all of the Student Success and Support Services (SSSP) components (Orientation, Assessment, & Education Planning/Counseling), you may be exempt from any or all of these services if you meet the criteria listed below. If you are exempted from these services, you may still participate at a later date.

1. You have already earned an Associate's degree (AA/AS) or higher from an accredited college or university.
2. You are or will be a student at a non-Peralta Community College and are taking a course to satisfy a course requirement at your primary college (i.e., taking an intersession class).
3. Your educational goals **do not** include: transferring to a college/university from a Peralta Community College, attainment of a certificate or degree from a Peralta Community College, or career development.
4. You are enrolling in courses that are mandated for employment or in response to a significant change in industry or licensure standards.

**Step 1:** Fill out the "Enrollment Hold – Seeking No Priority Enrollment" SSSP Exemption Form. Make sure to select **ONE** reason for exemption and attach all appropriate documentation as needed.

**Step 2:** Submit this form with any additional documentation to the counseling department at your selected Peralta Community College (College of Alameda, Laney College, Berkeley City College, or Merritt College). Contact specific college to ask about the submission process.

**Step 3:** A counselor will review your form and approve or deny your request and you will be notified by the college. If approved, the enrollment hold will be removed and you will be able to enroll in classes. Please remember, all courses with prerequisite requirements must be met or cleared before enrolling into courses. Contact specific college to ask about prerequisite clearance process.