SUMMER 2021

SUMMER SEMESTER BEGINS JUNE 14
Greetings,

On behalf of our faculty, staff, and administration I am pleased to welcome you to Merritt College. We are honored that you have decided to pursue your educational, professional, and personal goals here at Merritt, and we are committed to ensuring that you achieve them. For more than sixty years Merritt College has been an essential community partner with a rich history of academic excellence, career training, and civic engagement. That legacy continues to inform and inspire our Mission, Core Values, and Vision for the college.

Our wide array of course offerings afford you the opportunity to attain whatever intellectual, vocational, or personal pursuit you may have. Our faculty comprises some of the most accomplished and dedicated educators in their respective fields, and our counselors and professional staff will provide you with the services and support that you need to be successful. It is also an exciting time for Merritt in that we are implementing new campus technology, erecting new facilities, and expanding course offerings and programs in the community.

We would be remiss if we did not acknowledge the challenging times we are in. Please know that Merritt College is committed to assisting you in every way to ensure that you have what you need to be successful. Whether it is academic, technological, or personal support you require—Merritt College is here for you.

So thank you for choosing and trusting us to help you realize your educational aspirations. Merritt College is a special place and your presence here ensures that our best days are ahead.

Sincerely,

David M. Johnson, Ph.D.
President, Merritt College
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
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<tr>
<td>June 14</td>
<td>M</td>
<td>Day and Evening Instruction Begins</td>
</tr>
<tr>
<td>June 20</td>
<td>Su</td>
<td>Last Day to Submit Census Roster- Instructors Verify Enrollment</td>
</tr>
<tr>
<td>June 20</td>
<td>Su</td>
<td>Last Day to Drop Regular Session Classes and Receive A Refund Note: Short-term and open-entry classes must be dropped within 10% of the first class meeting to receive a refund.</td>
</tr>
<tr>
<td>June 20</td>
<td>Su</td>
<td>Last Day to Drop Regular Session Classes Without a “W” Appearing on Transcripts</td>
</tr>
<tr>
<td>June 20</td>
<td>Su</td>
<td>Last Day to Add Summer Session Classes</td>
</tr>
<tr>
<td>June 23</td>
<td>W</td>
<td>Last Day to File for PASS/NO PASS Grading Option</td>
</tr>
<tr>
<td>July 1</td>
<td>Th</td>
<td>Last Day to File Petitions for AA or AS Degree/Certificate</td>
</tr>
<tr>
<td>July 5</td>
<td>M</td>
<td>Independence Day – Holiday Observance</td>
</tr>
<tr>
<td>July 14</td>
<td>W</td>
<td>Last Day to Withdraw from Regular Session Classes and Receive a “W”. All outstanding fees are due even if classes are dropped on this day.</td>
</tr>
<tr>
<td>July 14</td>
<td>W</td>
<td>Last Day to Submit Attendance Roster</td>
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<tr>
<td>July 22</td>
<td>Th</td>
<td>Summer Session Ends</td>
</tr>
<tr>
<td>July 29</td>
<td>Th</td>
<td>Last Day to Submit Grades/Rollbooks</td>
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NOTE: Last day to drop without a “W” appearing on transcript may vary for Short-Term and Open-Entry, Open-Exit classes. Dates are subject to change, see the online Academic Calendar www.peralta.edu for the latest information.
**District Directory**

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<th>PHONE</th>
<th>EMAIL</th>
<th>WEBSITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions &amp; Records</td>
<td>(510) 466-7368</td>
<td><a href="mailto:admissions@peralta.edu">admissions@peralta.edu</a></td>
<td>web.peralta.edu/admissions/</td>
</tr>
<tr>
<td>Childcare (Laney &amp; Merritt)</td>
<td></td>
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</tr>
<tr>
<td>Distance Education</td>
<td></td>
<td></td>
<td>web.peralta.edu/de/</td>
</tr>
<tr>
<td>Financial Aide</td>
<td></td>
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<td>web.peralta.edu/financial-aid/</td>
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<tr>
<td>Health Services</td>
<td>(510) 466-7324</td>
<td><a href="mailto:mkelly@peralta.edu">mkelly@peralta.edu</a></td>
<td>web.peralta.edu/health-services/</td>
</tr>
<tr>
<td>International Education</td>
<td></td>
<td><a href="mailto:international@peralta.edu">international@peralta.edu</a></td>
<td><a href="https://international.peralta.edu/">https://international.peralta.edu/</a></td>
</tr>
<tr>
<td>Interpreter Services</td>
<td>(510) 464-3299</td>
<td><a href="mailto:sdadzie@peralta.edu">sdadzie@peralta.edu</a></td>
<td>web.peralta.edu/interpreterservices/</td>
</tr>
<tr>
<td>Scholarships (Peralta Foundation)</td>
<td>1 (510) 587-7809</td>
<td><a href="mailto:pfs@peralta.edu">pfs@peralta.edu</a></td>
<td>peraltafoundation.org</td>
</tr>
<tr>
<td>Student Government</td>
<td></td>
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<td>web.peralta.edu/studentgovernment/</td>
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</table>

*Laney College Children’s Center: (510) 464-3575 & (510) 464-3576  Merritt College Children’s Center (510) 436-243*

Due to the ongoing COVID-19 crisis, **all offices and classes are physically closed through May 29th, 2021.** All services and classes are being offered remotely with the exception of a few in-person labs and CTE courses. Also, please visit [safe.peralta.edu/](safe.peralta.edu/) for the latest updates on all PCCD classes and operations affected by COVID-19.

Since 1964, the Peralta Community College District - comprised of Berkeley City College, College of Alameda, Laney College and Merritt College - has served the cities of Alameda, Albany, Berkeley, Emeryville, Oakland and Piedmont by providing 25,000 students each semester with a range of educational programs and life-long learning opportunities.

Due to the ongoing COVID-19 crisis, **all offices and classes are physically closed through May 29th, 2021.** All services and classes are being offered remotely with the exception of a few in-person labs and CTE courses. Also, please visit [safe.peralta.edu/](safe.peralta.edu/) for the latest updates on all PCCD classes and operations affected by COVID-19.
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<table>
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<tr>
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<td>Add, Drop, or Change Classes</td>
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<td>Admission, Registration, Academic Records</td>
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<td>Bookstore</td>
<td><a href="http://www.bkstr.com/merrittstore">www.bkstr.com/merrittstore</a></td>
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<td>CalWORKs/MERRITTWorks</td>
<td><a href="http://www.merritt.edu/wp/calworks/">www.merritt.edu/wp/calworks/</a></td>
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<td>Cashier's Office</td>
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<td>Counseling</td>
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<td>Credit By Examination</td>
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<td>Credit/No-Credit Courses</td>
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<td>Degrees, Programs, and Transfer Requirements</td>
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<td>Extended Opportunity Programs and Services (EOPS)</td>
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<td>Fee-Based Classes/Payments</td>
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<td>First Year Experience (FYE)</td>
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<td>Health Center</td>
<td><a href="http://www.merritt.edu/wp/health/">https://www.merritt.edu/wp/health/</a></td>
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<td>Help with Personal Problems</td>
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<tr>
<td>Lost and Found</td>
<td>(510) 436-2535</td>
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<tr>
<td>Learning Center</td>
<td><a href="http://www.merritt.edu/wp/learningcenter/">https://www.merritt.edu/wp/learningcenter/</a></td>
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<td>Library/Learning Resources Center (LRC)</td>
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<td>Orientation</td>
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<td>Petition for Associate Degree/Certificate</td>
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<td>President's Office</td>
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<td>Puente Program</td>
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<td>Sankofa (Umoja)</td>
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<td>Student Accessibility Services (SAS)</td>
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<td>Student Activities &amp; Campus Life</td>
<td><a href="http://www.merritt.edu/wp/student-life/">https://www.merritt.edu/wp/student-life/</a></td>
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<td>Student Activities/Government; Student Clubs (ASMC)</td>
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<td>Veterans Affairs</td>
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<tr>
<td>Vice President of Instruction</td>
<td><a href="http://www.merritt.edu/wp/denise-richardson/">https://www.merritt.edu/wp/denise-richardson/</a></td>
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<tr>
<td>Vice President of Student Services</td>
<td><a href="http://www.merritt.edu/wp/vicepresidentofstudentservices">https://www.merritt.edu/wp/vicepresidentofstudentservices</a></td>
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**USE OF PHOTOGRAPHY**

The Peralta Colleges, a non-profit California Community College, reserves the right to take and use photographs, video and electronic images of students and visitors taken on college property and at college-sponsored events for marketing and promotional purposes.

*Objection must be made in writing to:*
*The Department of Marketing, Communication and Public Relations, 333 East 8th Street, Oakland, CA 94609*
Admissions Information

WHO MAY REGISTER?
All persons 18 years of age or older are eligible for admissions as a California resident or nonresident. Anyone under 18 years of age who is a high school graduate or has been awarded a GED or California High School Proficiency Certificate may also enroll. Unless expressly exempted, or entitled to a waiver, all students enrolling for college credit must pay the enrollment fee.

ADDING A CLASS
If a class is open, students can enroll online or in the Admissions and Records Office at any campus. If a class is closed, students can add their name to the wait list prior to the first day of class. After the first day, instructors will issue a permission number or sign an Add card if space is available. Students who are present and on the wait list will be given first priority. Students who do not attend the first class may be dropped by the instructor. Go to this link for all key deadlines for adding and dropping classes https://web.peralta.edu/admissions/category/academic-calendar/

DROPPING A CLASS
It is the student’s responsibility to drop classes that they do not wish to attend. Students can drop classes online or in the Admissions and Records Office on campus. However, instructors may drop students for non attendance during the first week of classes. Go to this link for all key deadlines for adding and dropping classes https://web.peralta.edu/admissions/category/academic-calendar/

PASS/NO PASS OPTION
Step 1: Check the college catalog to see if your class is eligible for P/NP grading.
Step 2: For Pass/No Pass Deadlines, go to this link for all key deadlines https://web.peralta.edu/admissions/category/academic-calendar/

RESIDENCE REQUIREMENTS
A person must have lived continuously in California for at least one year immediately preceding the residence determination date to be considered a resident for tuition purposes. Evidence must also be provided to indicate that the person has intent to make California his/her permanent home. A student must be a U.S. citizen or hold a U.S. immigration status that does not prevent establishment of residency. Evidence of residency must include one of the following:
- A valid California ID or driver’s license
- California State income tax return for the previous year
- Receipt for payment of residential property tax
- Rental or lease agreement showing continuous occupancy in a California property
- Active military ID card

NONRESIDENT TUITION EXEMPTION
A student is exempt from paying nonresident tuition if the student meets all of the following four requirements:
1. Must have: attended a combination of California high school, adult school, and California Community College for the equivalent of three years or more, or attained credits earned in California from a California high school equivalent to three or more years of full-time high school course work and attended a combination of elementary, middle and/or high schools in California for a total of three or more years.
2. Must have: graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam), or completed an associate degree from a California Community College, or completed the minimum requirements at a California Community College for transfer to the California State University or the University of California.
3. Must register as an entering student at, or current enrollment at, an accredited institution of higher education in California.
4. Must file an affidavit with the college or university stating that if the student is a non-citizen without current or valid immigration status, the student has filed an application to legalize immigration status, or will file an application as soon as the student is eligible to do so.

CONCURRENT/DUAL ENROLLMENT/ HIGH SCHOOL / OTHER
In accordance with California Education Code, section 76001, high school students may enroll as special part-time students. Enrollment must be recommended by their principal, with parental consent. Units earned will be granted as college credit. The high school may grant high school credit for courses taken from the Peralta Colleges.

The student must follow all of the regulations and policies of the college, including adhering to assessment and any prerequisite requirements. A high school student whose high school counselor recommends that the student enroll in more than six units must have the approval of the Vice President of Student Services at the college of enrollment.

All California Community College fees will be waived for special part time high school students. However, full-time (enrolled in more than 15 units) concurrently enrolled high school students are subject to pay tuition fees and all other fees.

MILITARY RESIDENT EXEMPTION
Nonresident U.S. military personnel and on active duty in California (except those assigned for educational purposes to state supported institutions of higher education) and their dependents are granted a waiver of Nonresident Tuition until they are discharged from the military service.

INTERNATIONAL STUDENTS
Special regulations govern the admission of international students. These students should contact the Office of International Education for applications and admissions at (510) 466-7380, or FAX (510) 465-3257. The office is located at the Peralta Community College District 333 E. 8th Street, Oakland, CA 94606.
Email: international@peralta.edu

AB705
See flyer on Page 38
Fees Information

CALIFORNIA COMMUNITY COLLEGE ENROLLMENT FEE
All students are required to pay a California Community College Enrollment Fee. This fee will be collected at the time of enrollment into classes and shall be $46 per unit for the semester. Enrollment fees are subject to legislative changes throughout the year. Contained within the current State budget mid-year enrollment fee increases may be enacted should State revenues fall below estimates. Students will be advised on any implementation of fee increases prior to the fees taking effect.

CAMPUS CENTER USE FEE
In addition to the California Community College Enrollment Fee, there will be a Campus Center Use Fee of $2 per semester, per campus (excluding off campus locations), to be collected at the time of enrollment.

NON-RESIDENT TUITION
Students who are not residents of California for one year and one day prior to the first day of the term, or do not qualify for nonresident status known as “AB540,” will be charged nonresident tuition. Nonresident tuition is charged at the rate of $258 per semester unit plus the $46 per unit California Community College Enrollment fee totaling, $304 per semester unit, a $2 per semester, per Campus Center User fee will be charged.

CAPITAL OUTLAY FEE
Nonresident students of the State of California will be charged a Nonresident Capital Outlay Fee, in addition to the Nonresident Tuition, California Community College Enrollment Fee, and the Campus Center Use Fee. The Nonresident Capital Outlay Fee is $7 per semester unit.

STUDENT REPRESENTATION FEE
Under Education Code §76060.5, each college Student Body within Peralta CCD elected to establish a Student Representation Fee of $2.00 per college, per semester for each student. This fee will provide support for students or representatives who present college positions and viewpoints before city, county, district governments, and offices and agencies of the state and federal governments. Students will be charged this fee unless a Student Representation Fee waiver form is submitted to the college Bursar’s Office before the last day of the semester charged.

HEALTH FEE
All students are required to pay the Student Health fee of $18.00 per semester for Fall and Spring semesters ($15 for Summer session). This fee will be 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.

INTERNATIONAL HEALTH INSURANCE FEE
All F-1 international students will be automatically enrolled in the mandatory health insurance program through GeoBlue. Fees will be automatically applied in the student’s Passport Student Center. For questions or waiver information please visit our office or international website at web.peralta.edu/international.

OTHER FEES
Daily parking: $2.00 a day (exact change only) plus (new policy) student decal for enrolled/registered students. Semester parking: can be purchased for $40.00 ($10.00 for a motorcycle permit) and $20.00 for summer session permit ($5.00 for a motorcycle permit). Please note: This fee is non-refundable unless all classes are dropped on or before the last day to drop regular session classes and receive a refund.

INSTRUCTIONAL AND OTHER MATERIAL FEES
The policy of the Peralta Community College District that students may be required to provide instructional and other materials necessary for a credit or non-credit course provided such materials are of continuing value to the student outside the classroom setting and provided such materials are not solely or exclusively available from the district. Except as specifically authorized under the Education Code, students will not be required to pay a fee for any instructional or other materials required for a credit or non-credit course. Required materials are defined as those which a student must procure or possess as a condition of registration, enrollment or entry into a class, or any such materials which are necessary to achieve those
required course objectives.

TRANSCRIPT REQUEST
Peralta Community College District has retained Credentials, Inc to accept transcript orders online through their secured site. You must pay transcript fees at the time you submit your request. The first two transcripts requested are free; thereafter, $6.00 per copy for regular service, mailed within 7-10 business days and $12.00 per copy for rush service, mailed within 3-5 business days. See website for other expedited delivery options.

YOU CAN PAY FEES BY CREDIT CARD ON THE WEB
Students are encouraged to pay enrollment fees and past due fees by credit card on the secure Peralta website at passport.peralta.edu.

FINANCIAL AID
Each of our colleges has a full-service Financial Aid Office. For information regarding your specific Financial Aid need, contact the Financial Aid Office at the campus you are most likely to attend.

<table>
<thead>
<tr>
<th>COLLEGE</th>
<th>PHONE</th>
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<tbody>
<tr>
<td>Berkeley City College</td>
<td>(510) 981-2806</td>
<td><a href="mailto:bcc-finaid@peralta.edu">bcc-finaid@peralta.edu</a></td>
</tr>
<tr>
<td>College of Alameda</td>
<td>(510) 748-2391</td>
<td><a href="mailto:coafinancialaide@peralta.edu">coafinancialaide@peralta.edu</a></td>
</tr>
<tr>
<td>Laney College</td>
<td>(510) 464-3414</td>
<td><a href="mailto:laneyfinancialaide@peralta.edu">laneyfinancialaide@peralta.edu</a></td>
</tr>
<tr>
<td>Merritt College</td>
<td>(510) 436-2465</td>
<td><a href="mailto:merfinaide@peralta.edu">merfinaide@peralta.edu</a></td>
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</table>

INSTALLMENT PAYMENT PLANS:
Students in the Peralta Community College District may opt to pay their non-resident tuition or enrollment fee through an installment payment plan. 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 the first $25 of their owed fees and develop an installment payment plan prior to enrollment in classes. Students can only participate in one payment plan. New foreign students are required to pay at least the non-resident tuition for 12 units plus all other required fees for both the spring and fall semesters prior to enrollment in their first year classes. The payment plan will be interest free. The monthly payment plan will include the specific amount and due date for each installment. All of the payments will be completed within the term for which the enrollment is made. Failure to make timely payments will subject the student to the penalty described in board policy 5035 parentheses students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have diplomas, – or registration privileges withheld until such time as the obligation is satisfied). Payment plans will not be approved for any outstanding financial aid obligations, NSF fees or any amount due to health insurance for international students. For more information on payment plans please refer to our website: web.peralta.edu/business/student-financials/payment-plans/ or email paymentplan@peralta.edu.

Students may correspond with us regarding their records through their Peralta email or personal email authorizing their passport student center. Emails that are not from students will be responded to with general information only and may delay requests.

<table>
<thead>
<tr>
<th>FEE TYPE</th>
<th>AMOUNT</th>
<th>REQUIRED OF</th>
</tr>
</thead>
<tbody>
<tr>
<td>California Community College Enrollment Fee</td>
<td>$46 per semester unit</td>
<td>All students</td>
</tr>
<tr>
<td>Campus Center Use Fee</td>
<td>$2 per semester, per campus</td>
<td>All students</td>
</tr>
<tr>
<td>Nonresident Tuition</td>
<td>$258 per semester unit</td>
<td>Nonresident and Foreign students California Non Residents</td>
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<tr>
<td>Capital Outlay Fee</td>
<td>$7 per semester unit</td>
<td>All students with 6 or more units</td>
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<tr>
<td>Student Representation Fee</td>
<td>$42.29 per semester</td>
<td>All students</td>
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<tr>
<td>Health Fee</td>
<td>$18 per semester</td>
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<tr>
<td>International Health Insurance Fee</td>
<td>$878.50 for Spring/Summer, $606.85 for Fall, $242.74 for Summer Only</td>
<td>Non Residents, Citizens of a Foreign Country</td>
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</table>

All fees are subject to legislative changes and all fees are payable at time of enrollment)
Refund Information

IT IS THE STUDENT’S RESPONSIBILITY TO DROP CLASSES!

Students are expected to attend all classes in which they are enrolled. If you do not attend, or stop attending classes, and fail to personally drop by the drop deadline, you will be responsible for all tuition and fees. Not attending classes does not warrant a refund of fees. It is the student’s responsibility to drop all classes which they are not attending.

For specific refund dates, please visit www.peralta.edu and search Fall Refund Drop Deadline Schedule. This includes the refund dates for Regular Session, Short-Term and Late Start Courses.

REFUND PROCEDURE FOR ENROLLMENT FEES

A student who cancels his/her registration prior to the first day of instruction, or officially withdraws from all classes during the first two weeks of instruction, shall be entitled to a full refund less a $10 processing fee. (This must be done whether you attend the class or not.)

If a student pays an Enrollment Fee of less than $10 and cancels his/her registration or withdraws 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.

A student may request a refund up to the end of the following term in which the refund was due. After that time, the student will not be eligible for the refund.

To apply for an enrollment fee refund, email an Application for Refund Request form at the Cashier’s Office website.

https://web.peralta.edu/business/student-financials/refund-drop-deadline-schedules/

Once the request is submitted, refund processing time is 4 to 6 weeks (after last day to add classes) during peak periods and 2 to 3 weeks during off peak periods.

REFUND PROCEDURE FOR NON-RESIDENT TUITION AND CAPITAL OUTLAY FEE

- Students will receive a full refund for any class canceled by the college.

Regular Session Classes:

- A 100% refund of Nonresident Tuition and Capital Outlay Fee (minus a $10 processing fee) will be made for any class in which the student withdraws through the Last Day to Drop Regular Session Classes And Receive a Refund.

REFUND PROCEDURE FOR SHORT-TERM, LATE START AND OPEN-ENTRY/OPEN-EXIT CLASSES

- A student enrolled in a short-term class will receive a 100% refund (minus a $10 processing fee for residents) if he/she officially withdraws within the first 10% of the class length. No refunds will be issued after the first 10% of the class length.

For specific dates, please visit www.peralta.edu and search Refund Drop Deadline Schedule. This includes the refund dates for regular session courses and short/late start courses.

REFUND PROCEDURE FOR VARIABLE UNIT CLASSES

No refund shall be made for variable units not earned by the student.

The State-mandated Enrollment Fees will be fully refunded if an action of the college (e.g. class cancellation) prevents a student from attending class. A student may, upon request, obtain a refund up to the end of the following term in which the refund was due. After that time the student will not be eligible for the refund.

Please note: Instructors may drop students who do not attend the first class meeting but students are ultimately responsible for dropping themselves from any course they are not attending.

REFUND PROCEDURES FOR HEALTH Fee

This fee is non-refundable unless all classes are dropped on or before the last day to drop regular session classes and receive a refund.

The Peralta Community College District participates in the State of California Chancellor’s Office Tax Offset Program (COTOP). Past due accounts may be submitted to COTOP by the Peralta Community College District. This enables the State of California Franchise Tax Board to appropriately intercept any tax refunds, lottery winnings or unclaimed property that might be owed to you.
The California College Promise Grant (formerly the BOG Fee Waiver) is available specifically for students at California community colleges. The California College Promise Grant will waive your per-unit enrollment fee (currently $46) at any Peralta Community College.

If you believe you qualify for a California College Promise Grant Method A; submit the acceptable documentation to the Financial Aid Office. This Promise Grant will cover your enrollment fees for the entire academic year.

**ACCEPTABLE DOCUMENTATION FOR PROMISE GRANT METHOD A:**

**AFDC OR SSI RECIPIENTS**
Notice of Action in your name (or your parent’s name) for the same month in which you file this application or one calendar month before.

or
CalWORKs/TANF or SSI Warrant or Check issued in your name (or your parent’s name) for the same month in which you file this application or one month before.

or
Documentation agreed upon between your Community College and County Welfare Department. Contact the Financial Aid Office for details.

**GENERAL ASSISTANCE RECIPIENTS**
Documentation agreed upon between your community college district and county welfare department. Ask at your Financial Aid Office.

**DECEASED/DISABLED VETERANS’ DEPENDENTS OR NATIONAL GUARD DEPENDENTS**
Fee Waiver certification provided by the California Department of Veterans Affairs or your county Veterans Service Office. Fee Waiver certification provided by the California National Guard Adjustment General’s Office.

**CONGRESSIONAL MEDAL OF HONOR RECIPIENT DEPENDENT OF SEPTEMBER 11, 2001 VICTIM DECEASED LAW ENFORCEMENT/FIRE SUPPRESSION PERSONNEL**

- Certification of Medal of Honor Recipient, or a child of Medal of Honor recipient.
- Certification as dependent of a victim of the September 11, 2001 terrorist attack.
- Certification as dependent of deceased law enforcement/fire suppression personnel killed in the line of duty.

**DOCUMENTATION FOR PROMISE GRANT METHOD B:**

A California College Promise Grant Method can be awarded to low-income students. Whether you qualify is based upon your (or your parent’s) income and household size. Colleges may ask you to provide documentation of income, such as a copy of your 2015 U.S. Income Tax Return. You are required to provide documentation if it is requested.

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<th>Family Household</th>
<th>2018 Tax Year (Sum 2020 - Spr 2021)</th>
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<td>6</td>
<td>$51,515</td>
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For more info visit: icanaffordcollege.com

**METHOD C**
(Available only by filing 2020-2021 FAFSA or CA Dream Act)

Note: Students not qualified by Method B income standards must file a FAFSA in order to demonstrate the need to qualify for a California College Promise Grant waiver.

If you have special circumstances where you cannot fill out a FAFSA to obtain a California College Promise Grant Enrollment Fee Waiver, please stop by the Financial Aid Office for other possible options.

*New Regulation: Students who apply via the FAFSA for Dream Act must demonstrate need in excess of the average cost of tuition of $1104 for 2020-2021.

**NOTE: Loss of Entitlement for California Promise Grant**
Students who do not maintain minimum academic and/or progress* standards for two consecutive primary semesters will be subject to loss of eligibility for the California College Promise Grant. Registered Foster Youth are exempted from this requirement.

* 50% Completion rate and cumulative GPA above 2.0

FILL OUT YOUR FAFSA AT WWW.FAFSA.GOV TO SEE IF YOU QUALIFY FOR METHOD B OR C.
Campus Solutions, Student Email and Canvas

**Passport** - student registration & enrollment

Go to [pa.peralta.edu](pa.peralta.edu)
- Use your previous User ID, or recover your User ID
- Use your previous password, or reset your password

Campus Solutions Help: [admissions@peralta.edu](mailto:admissions@peralta.edu)

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**Student Portal** - access student email, Canvas, and Microsoft applications (OneDrive, Word, Excel, PowerPoint, etc.)

Go to [portal.peralta.edu](portal.peralta.edu) and click the ‘Students’ box
- Use your student email address to log in
  - PassportUserId@cc.peralta.edu
- Use your existing password or reset your password by clicking “Can’t access your account?” or “Forgot my password”

More Information: [web.peralta.edu/portal/studentinfo/](web.peralta.edu/portal/studentinfo/)
Student Portal Help: [helpdesk@cc.peralta.edu](mailto:helpdesk@cc.peralta.edu)

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**Student Email** - access through your Student Portal

Go to [portal.peralta.edu](portal.peralta.edu) and click the ‘Students’ box
- Follow the instructions for Student Portal
- Then click the [Outlook](https://outlook.com) icon

Student Email Help: [helpdesk@cc.peralta.edu](mailto:helpdesk@cc.peralta.edu)

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**Canvas** - access through your Student Portal

Go to [portal.peralta.edu](portal.peralta.edu) and click the ‘Students’ box
- Follow the instructions for Student Portal
- Then click the [Canvas](https://community.canvas.net) icon


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Apply & Enroll

Enrollment Appointments & Open Enrollment

You may enroll in classes on or after your enrollment or during open enrollment. If you have been provided an enrollment appointment, it will appear in your passport Student Center. Most new and former students do not have appointments and may enroll during open enrollment.

Enrollment Dates

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<th>Enrollment Type</th>
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<td>Priority Enrollment</td>
<td>April 12, 2021</td>
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<tr>
<td>Open Enrollment (including High School Students)</td>
<td>April 26, 2021</td>
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PLACEMENT (MULTIPLE MEASURES):
Counselors review multiple measures to advise you on appropriate class enrollment and placement in English or English as a second language (ESOL) and mathematics.

• COUNSELING
You will meet with a counselor to help develop a student educational plan (SEP) and select appropriate classes based on your objectives and assessment evaluation.
Financial Assistance General Information

There are many financial aid programs designed to fit a variety of circumstances facing students attending California Community Colleges. Students are encouraged to apply for financial aid and should follow up with their home college’s Financial Aid Office to obtain information and necessary application forms to receive student Financial Assistance.

FINANCIAL AID PROGRAMS AVAILABLE

- California Promise Program (CCPG)
- Federal PELL Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS) - part time employment on/off campus
- Federal Direct Loan
- Cal Grant B, C
- Extended Opportunity Programs & Services (EOPS)
- Chafee/Foster Youth Grant
- Student Success Completion Grant (SSCG)
- Scholarships

KEY ELIGIBILITY REQUIREMENTS

- U.S. Citizen, Eligible Undocumented or AB540
- Have a High School Diploma or a GED certificate
- Demonstrate Financial Need
- Be enrolled as a regular student and declare a Program of Study
- Have a valid Social Security Number
- Maintain satisfactory academic progress
- Register with Selective Service, if required
- Not be in loan default or owe a refund on a grant

OTHER DOCUMENTS THAT MAY BE REQUIRED

- Academic Transcripts (from other Colleges attended)
- Verification Work Sheet
- IRS Tax Transcript
- Citizenship Eligibility
- Student Aid Report
- Other Documents requested to verify application information
- Signed Social Security Card
- Driver’s License or California ID
- High School Diploma/GED

Financial Aid Applications are accepted throughout the academic year from October 1st to June 30th. Students are encouraged to apply as soon as possible. Some awards are subject to availability of funds.

FINANCIAL AID EMAIL NOTIFICATION

To better serve you in a timely and efficient manner, all communication from the Financial Aid Office will be sent to your Peralta email. The Peralta Student Email system is available to all students enrolled at the Peralta Community Colleges. If you have any login issues, please send your help request to the Peralta Student Email Help Desk at helpdesk@cc.peralta.edu. Please include your first name, last name, Student ID Number and Peralta PASSPORT User ID in your request.
How to apply for Financial Aid

Apply for Federal Student Aid at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

...download the ‘MyStudentAid’ app to complete the FAFSA

Apply for State Student Aid at [https://dream.csac.ca.gov](https://dream.csac.ca.gov)

Allow up to 5 business days for us to receive your FAFSA or Dream Act application. Don't forget to add our school codes: Berkeley City College (014311), College of Alameda (006720), Laney College (001266) and Merritt College (001267)
STEP 2: Go to your Student Center

STEP 3: Follow the instructions in your To Do List

The To Do List is below the Holds Section on the right side of your Student Center Page. Completing your To Do List items will allow the Financial Aid Offices to review your file.

See example below:
WHY SHOULD I APPLY FOR FINANCIAL AID?
Financial aid is made available to assist students and families in meeting the costs of a post-secondary education. If you believe you will need assistance in meeting those costs, you should apply for financial aid. You can apply online at www.fafsa.ed.gov, via the mobile app at “MyStudentAid”, or at dream.csac.ca.gov (For California AB540 students).

IF I AM NOT A U.S. CITIZEN, AM I STILL ELIGIBLE TO APPLY FOR FINANCIAL AID?
To be eligible for both federal and state aid, a student must be a U.S. citizen or an eligible non-citizen. For financial aid purpose, an eligible non-citizen is one of the following: a U.S. permanent resident who has an Alien Registration Receipt Card (I-551); a conditional permanent resident (I-551C); or a non-citizen with an Arrival-Departure record (I-94) from the U.S. Citizenship and Immigration Services with one of the following designations—“Refugee,” “Asylum Granted,” “Parole,” or “Cuban-Haitian Entrant.” Students who are residing in the United States with an F-1 or F-2 student visa or a G series visa are NOT eligible for federal or state financial aid.

HOW DO I GET FINANCIAL AID?
To receive financial aid you must apply for it. The biggest mistake students make is not to apply because they don’t think they’ll qualify, therefore, everyone should apply. To apply for federal, state, and college financial aid programs, you need to complete the FAFSA or Dream Act application. For the Cal Grant program, you must submit a GPA verification form by March 2 2021 and September 2, 2021. You may also be requested to submit additional documents such as IRS tax transcripts to complete your financial aid file. Please respond immediately to all requests made by the Financial Aid Office.

DO I NEED TO COMPLETE MY INCOME TAX RETURN BEFORE I COMPLETE THE FINANCIAL AID APPLICATION?
While it is recommended that you complete your tax return prior to filling out your FAFSA or Dream Act, it is not essential. You can fill out the financial aid application using estimated information from your W-2. Any large discrepancies between your aid application and your tax return may have a large impact on any preliminary financial aid award you receive.

WHAT HAPPENS IF I HAVE ACADEMIC OR OTHER PROBLEMS AND HAVE TO DROP CLASSES OR DROP OUT OF COLLEGE ENTIRELY?
If you receive aid and then drop units or withdraw prior to the end of the semester, you may be required to repay a portion of the funds. The repayment amount will be determined after the add/drop period has ended. Students that are required to repay will be required to do so before being allowed to enroll or requesting official transcripts.

WHAT IS SATISFACTORY ACADEMIC PROGRESS (SAP)?
Students who have applied for financial aid enter into an agreement to attend class and complete courses with a passing grade. Failure to complete required units, meet the minimum cumulative GPA requirement or exceed the maximum unit limit will result in disqualification from receiving further financial aid. For more information please visit web.peralta.edu/financial-aid/sap/
DO I HAVE TO REAPPLY FOR FINANCIAL AID EVERY YEAR?
Yes. The FAFSA Application is available as of October 1st of each school year, and ends June 30th. Make sure you include our school codes: Berkeley City College (014311), College of Alameda (006720), Laney College (001266) and Merritt College (001267).  

Is there a limit to how much financial aid I can receive?
Yes. Effective with the 2012-2013 award year, the duration of a student’s eligibility to receive a Federal Pell Grant is limited to 600% lifetime or its equivalent to 12 full-time semesters. Calculation of the duration of a student’s eligibility includes all years of the student’s receipt of Federal Pell Grant funding. Once a student has received a Federal Pell Grant for 12 full-time semesters (or its equivalent) the student will no longer be eligible for further Federal Pell Grant.

HOW IS MY FINANCIAL AID DISBURSED?
Financial Aid funds are disbursed through BankMobile. Your financial aid will be used to pay off current aid year charges on your Campus Solutions account. If there are any remaining funds that exceed these charges on your Campus Solutions account at the time of disbursement, you will receive a refund of the excess amount which you may use to pay other educational expenses.

The Peralta Community College District partners with BankMobile®, a financial services company which provides refund methods for students to receive financial aid disbursements.

I HAVE MORE QUESTIONS. WHO CAN I CONTACT?
You can visit your campus Financial Aid Office for additional information:

**BERKELEY CITY COLLEGE**
2050 Center Street
Berkeley, CA 94704
1st Floor Student Services Area
510.981.2941
bcc-finaid@peralta.edu

**COLLEGE OF ALAMEDA**
555 Ralph Appezzato Memorial Parkway
Alameda, CA 94501
A Building, Welcome Center
510.748.2391
coafinancialaid@peralta.edu

**LANEY COLLEGE**
900 Fallon Street
Oakland, CA 94607
Building A, Room 201
510.464.3414
laneyfinaid@peralta.edu

**MERRITT COLLEGE**
12500 Campus Drive
Oakland, CA 94619
Building R, Room R113
510.436.2465
merfinaid@peralta.edu
Prerequisite/Corequisite Policy & Procedures

Prerequisites

Some courses have prerequisites: faculty have determined that students are highly unlikely to succeed in these courses unless they have acquired a certain level of skills or knowledge, usually through taking another course beforehand. The prerequisites for each course are listed in the class schedule.

When you attempt to enroll online in a course with a prerequisite, the system checks your academic records for evidence that you have taken or are taking the prerequisites at one of the Peralta Colleges.

1. If you have taken the prerequisites at a Peralta College after 1987 and have received a grade of C or better in it, you are allowed to enroll.

2. If you are currently taking the prerequisites, you are allowed to enroll conditionally until your grade is received. If your grade in the prerequisites is below a C, you will be automatically dropped from the higher level course. You will be informed of this by Peralta email.

3. If you have met the prerequisites through a course taken at another college, you will need to submit proof to the counseling department.

4. If you feel the prerequisite has been met through assessment at another institution, and you have either your scores and placement recommendations or a transcript showing the courses you assessed into and enrolled in, or through other means, (this is referred to as “Multiple Measure Assessment” in the class schedule), please see a counselor. The counselor will look at your test scores and discuss your preparation for the course. If the counselor determines that you have met the prerequisites, he/she will clear you for the course and you will be allowed to enroll.

5. If you feel that you have met the prerequisites through your life experience, or you believe that the prerequisites is unnecessary or unlawful, go to the admissions office to complete and sign a Petition for Prerequisite Challenge. You will immediately be cleared to enroll, pending review of your petition by faculty. If your challenge is approved you will remain in the class. If your petition is denied, you will be dropped from the class. You will be informed of this by phone. Challenge petitions must be approved or denied within five working days of the day they were filed. If your petition is not reviewed within five working days, you will remain in the class.

Co-requisites

Some courses have co-requisites: faculty have determined that students are highly unlikely to succeed in these courses unless they enroll in the co-requisite course at the same time. The co-requisites for each course are listed in the class schedule.

If you enroll in a course with a co-requisite, make sure to enroll in the co-requisite course as well. (If you have previously taken the co-requisite course and obtained a grade of C or better, you don’t need to enroll in it again).

Open Classes

It is the policy of the Peralta Community College District that, unless specifically exempted by statute, every course, sections or classes, the average attendance of which is to be reported for state aid, wherever offered and maintained by the District, shall be fully opened to enrollment and participation by any person who has been admitted to the College 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 unit load of 15 units per term is often necessary. Students may not carry more than 18 units (including a combined total of all Peralta Colleges) without prior approval of a counselor. Counselor approval is required for excess units up to 21.5 units. Enrollment in 22 to 25 units requires approval of the Dean of Student Services. Under no circumstances will approval be granted beyond 25 units. The maximum number of units for the Summer Session is ten (10). For college purposes, a full-time student is one who is carrying 12 or more units. Students are not permitted to enroll in classes with conflicting or overlapping meeting times.
## Associate Degrees & Certificates

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<tr>
<th>Programs</th>
<th>Associate Degree for Transfer</th>
<th>Associate Degree</th>
<th>Certificate of Achievement</th>
<th>Certificate of Proficiency</th>
<th>Noncredit Certificate of Competency: CP1</th>
<th>Noncredit Certificate of Completion: CP2</th>
<th>Noncredit Certificate of Accomplishment: CP3</th>
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## Associate Degrees & Certificates

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## Associate Degrees & Certificates

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ALLIED HEALTH PROGRAMS/ APPLICATION DEADLINES

Associate Degree Nursing (R.N.) Program
Admission is by special application directly to the Nursing Department. Applications are accepted from the first Monday in February through the second Thursday in March. Please refer to the ADN program’s website for more information [www.merritt.edu/wp/nurs/](http://www.merritt.edu/wp/nurs/).

Students may apply for admissions only once per year. At that time, the student’s transcripts will be screened to determine whether the student is eligible for admissions based upon the State Chancellor’s Advisory Model Prerequisites. In order to apply for admission into the ADN Program, students must complete the admission prerequisites (Group A), and other admission criteria. Please refer to the online brochure for full admission details. No materials will be accepted after the March deadline date.

Emergency Medical Technician I Program
Eligibility requirements (prerequisites) of first aid (Standard First Aid or equivalent) and CPR (for Professional Rescuer - Red Cross, or CPR per American Heart Association Guidelines 2014 for the Healthcare Provider, or ASHI CPR PRO) must be completed prior to enrollment and students must attend the first class session with proof of certification in these areas. Written proof of health clearances (recent TB skin test within 9 months of beginning of class, and hepatitis B vaccine with completion of 2 out of 3-shot series by beginning of class) must be submitted by the second week of class.

Medical Assisting Program
Admission to the program is on a first-come/first-served basis. This is a one-semester program. This includes MEDAS 20 I A and 20 I B for 12 units and COUNS 207C for I unit followed by externship in of 160 hours in local Medical Clinics (Coped 470F for 2 units). Requirements include health clearances (physical examination, negative TB test results, and recent immunizations) and a co-requisite of HLTED 11, CPR (or CPR/BLS &First Aid certification). HLTOC 201 , Medical Terminology I, is recommended as general preparation for the course. An English/Math assessment is also required. [www.merritt.edu/wp/medas/](http://www.merritt.edu/wp/medas/)

Nutrition and Dietetics
Students interested in completing either the Certificate of Achievement in Dietary Management (DSS) or an Associate of Science degree (AS) in Dietetic Technology must complete the core nutrition classes and any other required academic coursework before applying to the program.

All eligibility requirements, including academic, medical clearance, and background check, must be met at the time of application. Students are enrolled each semester, based on eligibility and available space in the program. Please refer to the Merritt College course catalog for all academic requirements and the Nutrition and Dietetics Supervised Practice Handbook (at [www.merritt.edu/wp/nutr/](http://www.merritt.edu/wp/nutr/)) for more information on enrollment and expectations.

STUDENT SUPPORT SERVICES

Africana Center
The Africana Center is open for the community to visit on a daily basis from Mondays through Thursday from 9 a.m. to 3 p.m. Visitors are invited to interact with the Center's custom digital curriculum on four areas of African American history, life, and culture and to meet the Center's Black Family Research Specialist who is training students on documenting their own family histories. The Center is located in Building L, Room 127, or telephone 436-2492. [www.merritt.edu/wp/africanacenter/](http://www.merritt.edu/wp/africanacenter/)

Alternate media Services
Alternate media services will be provided to students, staff, and community members whose disability-related limitations prevent them from accessing printed materials in its standard or published format. The class schedule and other educational materials that are available in alternate formats, are Braille, large print, audio file, or electronic text. Call the Alternate Media Specialist at (510) 434-3910 or 436-2429 to place a request, or go to Building R, Room 109B. [www.merritt.edu/wp/dsp/alternative-media/](http://www.merritt.edu/wp/dsp/alternative-media/)

Assessment Office
The Assessment staff and counselors review multiple measures to advise students on appropriate courses for enrollment. Multiple measures are obtained from your high school transcripts or through tests administered by the Assessment Center. Find out more information in this schedule or on the website. The office is located in Building R, Room 109, or telephone: (510) 436-2 562 [www.merritt.edu/wp/orientationandassessment/orientation-and-assessment/](http://www.merritt.edu/wp/orientationandassessment/orientation-and-assessment/)
Associated Students of Merritt College (ASMC)

ASMC is the official student body organization of Merritt College. Every student enrolled in Merritt College is a member of ASMC. ASMC is a self-governing student organization representing all Merritt College students. ASMC is comprised of the Executive Council, the Senate and the Inter-Club Council. The officers consist of the: President, Vice President, Treasurer, Secretary, Inter-Club Council Chairperson, Chief of Justice, two Associate Justices, and 13 senators. Merritt students who are enrolled in six or more units and in good academic standing (2.0 GPA) are eligible to run for ASMC Council. The officers of the ASMC are elected or appointed in accordance with the student body constitution.

Active participation in the student council provides students with the opportunity to collaborate with students, staff, faculty and administration to have voice and input regarding campus concerns. ASMC also assists in the development of co-curricular programs where student leaders apply their own innovation and vision to bring new programs to the campus.

ASMC offers student leadership opportunities to participate at all levels of student government through campus and district, participatory governance, Regional Meetings, and conferences to represent the college. Through the campus participatory governance and district meetings student leaders participate in problem solving, which impacts the formulation of general college policies. The ASMC meetings are open to the public and students are encouraged to attend. ASMC is a member of the California Student Association of Community Colleges.

For more information contact (510) 434-3982.

www.merritt.edu/wp/asmc/

Bookstore

The Bookstore is located in Building R, Room101. The bookstore does nor accept personal checks; however, Visa, American Express, MasterCard, Travelers checks and cash are acceptable. Telephone number: (510) 436-2438

www.bkstr.com/merrittstore/home

Bookstore Refund Policy

The customer’s satisfaction is our# I priority! We gladly accept returns of Merchandise.

- Non-textbook merchandise items may be refunded or exchanged within 30 days with the original cash-register receipt, providing the merchandise is in the same condition as originally purchased.
- ALL textbooks may be refunded with original cash-register receipt within SEVEN (7) calendar days from the first scheduled day of the semester or within TWO (2) days of purchase thereafter, providing books are returned in the same condition as originally purchased.
- If you have dropped the class (proof is required), a full refund is available for two weeks after the first day of the semester or the end of the last day to drop full-term credit classes, whichever is first, providing books are returned in the same condition as originally purchased.
- Textbooks purchased after drop date or during exams are NOT refundable, but may be SOLD back under our book-buying policy.
- Textbooks purchased with EOP&S vouchers may be returned to the Bookstore for EOP&S credit. Student must have voucher and all accompanying receipts. See guidelines above.
- Used-book buying guide prices (BUYBACK) are available if your return is outside of these guidelines.
- Computer software may be returned providing it is unopened and shrink-wrapped.
- Please be careful before opening shrink-wrapped sets. Many contain electronic media, and are only returnable if they are defective.

The Merritt College Bookstore and the Peralta Sheriffs Department arc concerned about protecting your academic needs. We would like to take this opportunity to offer you hint(s) in protecting yourself against the theft of textbooks and other personal items. Losing your textbooks to theft can not only be a costly experience (the cost of replacing your books), but also very inconvenient. Both students and the Bookstore lose thousands of dollars a year to textbook theft.

SOME WAYS TO PROTECT YOURSELF:
- Keep a detailed listing of your textbooks.
- Place an identifying mark in each book, in a location known only to you, i.e., significant date on same page of each book.
- Do not leave books lying around, unprotected and unattended.
- If your books are lost or stolen, IMMEDIATELY report the incident to both security and the Bookstore. Provide each with a list of books and inform them of your identifying marks.

The Merritt College Bookstore, in partnership with the Peralta Sheriffs Department, reminds you to protect yourself and your belongings from theft, and to report any suspicious activity or incidents to security immediately at (510) 436-7236. After filing a police report, please report the theft of your textbooks to the bookstore at (510) 436-2438. The Merritt College Bookstore and the Peralta Sheriffs Department will aggressively pursue all cases of book theft and fraud associated with selling back stolen books.
Services & Information (Continued)

CalWORKs
Merritt College works in collaboration with the Alameda County Department of Social Services to help families with dependent children transition from welfare to work. The program provides support services to students who are enrolled in classes and who are currently receiving aid for dependent children. Services provided include academic, personal and career counseling; work-study opportunities; and referrals; design of individualized student education plans; job placement; employment readiness skills workshops/classes; super vised study rime; life skills and special interest workshops; and information and referrals to other student services, support services and agencies. The Department of Social Services provides transportation vouchers and checks for student supplies and books on a limited basis. For more information, contact the CalWORKs Office in Building R, Room 128, (510) 436-2469 / (510) 436-2449. www.merritt.edu/wp/calworks/

Campus Parking and Traffic Regulations
Students must park their vehicles only in authorized lots on the west and south sides of the campus (Lots C, D, and E) and must pay a parking fee of $2.00 a day (exact change only). Semester parking permits can be purchased from the college Cashier's Office. Permits are not replaceable and are not refundable.

Cashier's Office
The cashier's office (Bursar's Office), is located in Building Q, Room Q228. Cashier's office accepts personal checks. Telephone number: (510) 436-2407. www.merritt.edu/wp/businessservices/cashierbursars-office/

Centro Latino
Centro Latino is designed to provide multicultural counseling services to students who need assistance in Spanish to complete the application process, enrollment questions and academic planning. The office is located in the Counseling office, Building R, Room 109K; telephone number: (510) 436-2529 or at the Fruitvale Center: 1900 Fruitvale Ave.; Telephone number: (510) 536-1830 www.merritt.edu/wp/centrolatino/

Children's Center
The Children's Center provides care for students enrolled in six units or more, low-income families, as well as for low-income working parents. The Center provides a safe, loving, developmentally age-appropriate environment for children ages 3-5 years old. A registration process is required. Information regarding guidelines and application procedures is available at the Center, located on campus, or call (510) 436-2436. Hours of operation are Monday through Friday, 8:00 a.m. -5:00 p.m.

College Hour
Activities and events of college-wide interest are held during College Hour every Tuesday from 12:30 p.m. to 1:30 p.m. during the fall and spring terms. For more information, contact the Student Activities Office at (510) 436-2535, or visit the office in Building R, Room 124.

Cooperative Agencies Resources for Education (CARE)
CARE which is a part of EOPS, is a state funded supplemental support service program for students who are single heads of household with children age 13 and under and who have an active CalWORKS case number. CARE students receive supplemental counseling and advising services, meals, textbooks, supplies and coverage on some student fees. Services provided include referrals to campus and community-based resources. The office is located in Building R, Room 109P. For additional information, contact the CARE Coordinator at (510) 436-2476. www.merritt.edu/wp/eopscare/

Counseling Services
Counselors assist students with their educational plans, careers exploration, and with personal concerns. Students may schedule appointments during available day or evening hours. Counseling is located in Building R, Room 109 telephone number: (510) 436-2475. www.merritt.edu/wp/counseling/

Extended Opportunity Programs and Services (EOPS)
EOPS provides financial and academic support to students whose educational and socioeconomic backgrounds may prevent them from successfully attending college. To qualify you must be a California resident, enrolled in at least 12 units (but not have completed more than 70 units), eligible for a Board of Governor's fee waiver A or B, and educationally disadvantaged. Services provided include orientation, priority registration, specialized counseling, academic planning, career guidance, academic progress monitoring, basic skills instruction, book services, and transfer assistance. EOPS is located in Building R, Room 109. For additional information, contact them at (510) 436-2470 or (510) 436-2473. www.merritt.edu/wp/eopscare/

Financial Aid Office
The Financial Aid office offers information, applications and assistance about federal and states Financial aid. Fee waivers, grants, loans, scholarships, work-study, and others forms or assistance are available to students to cover fees, books academic expenses and other related costs. The Financial Aid Office makes every effort to assist students who are enrolled and are eligible for financial assistance. We want to make sure you understand all the financial aid options available to you and the steps to become successful. To learn more, go to our list of Frequently Asked
Questions before you start. For more detailed information, see the District’s Student Financial Aid Handbook.

**First-Year Experience (FYE)**

First-Year Experience (FYE) is a year-long program designed to help incoming students ease into college life in a supportive environment. Dedicated faculty, staff, and counselors will work closely with students to make this transition successful. This experience will set the foundation for a successful journey through Merritt College and into a bright future.

**How does FYE work?**

FYE students are placed in a Learning Community with other students who have similar goals. These students continue in the Learning Community throughout the year taking specific classes together and meeting individually with their FYE counselor. The students also participate in experiences beyond the classroom, which includes field trips, team building exercises, and the FYE/IMPACT Club on campus. These activities serve to strengthen the connection among students as they help each other succeed in college and form lasting friendships.

**What are the FYE components?**

**Counseling**

Students will take the Counseling classes listed below to prepare for moving on successfully to the second year at Merritt. Along with the courses, students will meet with a dedicated counselor throughout the year to develop an educational plan and help keep on track to meet their goals.

**Communication**

The FYE students will enroll in communication courses that will assist in developing their confidence and voice and help them effectively communicate with others. These skills are essential building blocks for academic success.

**English**

As part of the Learning Community, FYE students enroll in Reading and Writing courses, which are the core of student success. That’s why FYE students are placed in their appropriate English level class in their first semester as part of their educational pathway. They will take either English 201 A/B: Preparation for Composition and Reading or English 1A: Composition and Reading.

**Lunchtime with Instructors**

FYE students are encouraged to spend time weekly with instructors informally to cover topics as they wish to build their social skills. This could include class assignments, career opportunities, networking, and discovering resources on and off campus.

**How do I know if I’m eligible?**

To be eligible you must:
1. Attend an FYE information session.
2. Commit to the one-year program.
3. Attend the FYE welcome/orientation.
4. Apply for Financial Aid.
5. Be a full-time student (with a minimum of 12 units, including the FYE courses).
6. Be qualified to take English 201A or IA and willing to take Counseling courses.
7. Be a new student or have completed less than 30 units of college courses.
8. Submit an FYE application.

**FYE sounds great! How do I apply?**

Download an FYE application here or pick up one up at the Counseling office in the R Building. Fill it out and return it to the FYE Program Coordinator Rosa S. Perez in Building R-109C. If you have questions, contact her at rperezflores@peralta.edu or (510) 434-3972.

**www.merritt.edu/wp/fye/**

**Food Services**

Food services at Merritt College is located in Building R, Room 131. Hours of operation are Monday through Wednesday, 7:30 a.m. - 6:00 p.m., Thursday, 7:30 a.m. - 5:00 p.m., Friday, 8:00 a.m. - 2:00 p.m. and closed on Saturday and Sunday.

There are vending machines in the A and D buildings, and the Bookstore also offers snacks and drinks.

**Health Center**

The Health Center is located in Building R, Room 106. Clinic hours are posted on the Health Center door. Drop-ins are welcome; students may also call 436-2533 for additional information or to schedule an appointment. The Health Center offers the following assistance and services to Merritt College students:

- First Aid and over-the-counter medications such as aspirin and decongestants.
- Pregnancy rest, safe sex supplies and feminine hygiene products.
- Referrals for physical exams and more-specialized medical care.
- Other services, such as flu shots, massage and acupuncture, are offered periodically and are advertised in advance.
- All Health Center Services are confidential and free of charge.

**www.merritt.edu/wp/health/**
High Tech Center
The High Tech Center offers services for students who:
• Are recovering from head injuries
• Have diagnosed learning disability
• Need accommodations/adaptive equipment
The lab contains state-of-the-art computer adaptations including voice recognition, screen readers, and spelling and math programs for students who participate in the DSP program. Students learn to use Microsoft Word to produce documents and desktop publishing projects. The High Tech Center offers classes on using the Internet and basic Web-page design. Assessments for Department of Rehabilitation clients are also provided. Students are advised to meet with a counselor in the DSP program before enrolling in these classes. For information call (510) 436-2592 or call for an appointment with a DSP counselor at (510) 436-2429.

International Student Services
F-1 Visa students can obtain admission information and Immigration and Naturalization Service regulations from Sean Brooke, Director of International Educational Development, at 466-7380. For information about assessment, contact the Student Personnel Specialist located in Building R, Room 109; telephone number: (510) 436-2562.

Learning Center
(Self-Paced Classes, Tutoring Program, and Technology Services)
The Learning Center is open to ALL students who would like assistance with assignments in courses through out college. The mission of the Learning Center is to serve as a campus hub for ALL learners and to assist students in becoming more efficient, effective, and independent learners.

The Learning Center offers a credit course in Study Skill, LRNRE 280, which allows students to learn and practice essential study skills necessary to succeed in college - reading, note taking, memorizing and test taking. Students work at their own pace with the assistance of tutors and instructors. Student may enroll for 0.5 to 3 units up to the 12th week of the semester. Refer to the class schedule for more detail. The Tutoring Program provides students with academic assistance across the curriculum. Free tutoring is available for most courses at Merritt College.

Learning Opportunity Program
Merritt College has an open admissions policy for those students who meet the regular entrance requirements and who have completed testing and evaluation by a Learning Disabilities Specialist another qualified professional or an agency. Students should be enrolled in at least 6 units (at least one academic course) to participate in the program.

Goals:
• Assisting students with learning disabilities in reaching their academic and vocational goals.
• Strengthening and developing students’ individual learning styles to become independent learners.

Services:
• Assessment and evaluation of eligibility for the learning disabilities program.
• Identification of students’ learning styles and modalities.
• Evaluation of academic skills.
• Compensatory learning strategies and techniques.
• Accommodations and services based on individual testing results.
• Computer-assisted instruction.
• Academic coaching.

For further information, please contact the DSP office in Building R, Room 109, or call for an appointment with a DSP Counselor in the Disability Services Program Office, telephone number: (510) 436-2429.

Library
The Library, located on the second and third floors of the L Building (above the Learning Center), welcomes all students to use its facilities, resources, and services to support their academic studies. Open whenever classes are in session, the Library provides students with access to print and electronic books, research databases, course textbooks, and other reading materials. Computers, printers, and photocopiers are available for students to use for class assignments or research. Electrical outlets and WiFi throughout the Library allow students to use their own portable devices as well. In addition, students will find plenty of space for both individual and collaborative learning, including carrels, tables, and group study rooms. For distance education students, the Library offers electronic resources accessible off-campus and a chat
service for connecting with a librarian for online assistance.

Visit the Library website at www.merritt.edu/wp/library/ Call (510) 436-255 Or email ask@merritt.libanswers.com for more information.

Lost and Found
Lost and Found is located in the Student Activities Office, Building R, Room 124, telephone number: (510) 436-2535. Lost and found items must be claimed within six months.

Next Up Program
The Next Up Program (Formerly known as CAFYES) learning community serves current and former foster youth. Our goal is to support the higher education success, health and well-being of current and former foster youth who are enrolled. Next Up offers over and above services that are provided by the Extended Opportunity Programs and Services (EOPS) Program. The program is designed to assist current and former foster youth whose dependency was established or continued by the court on or after a student’s 16th birthday. The program is also structured to help students with financial assistance, general counseling, and additional student support services. www.merritt.edu/wp/cafyes

Orientation
All new students at Merritt College are required to attend an Orientation to College session. This session lets you know what to expect at college, how often to see your counselor, information about planning your schedule, and where to find the resources you need to succeed.

See the Assessment and Orientation Schedule for times and locations. Contact us at (510) 436-2582 or (510) 436-2475 or visit us in Building R-Room 109 www.merritt.edu/wp/orientationandassessment/

Puente Program
The goal of the Puente Community College Program is to increase the number of educationally under-served students who transfer to four-year colleges and universities. Puente students are provided with accelerated English writing instruction sustained academic counseling, and mentoring from the professional community. Students must meet the following criteria 10 participate in the Puente Program:
• Must be interested in transferring to a four-year college or university.
• Must be eligible for English 201A/201B (determined by assessment or completion of prerequisites).
• Must make a commitment to work with the Puente counselor; and make a commitment to work with their mentors as designated by the Project Coordinator.
For further information, please contact the Puente Office in Bldg. P, Room I 08, or email jsalceda@peralta.edu or anichols@peralta.edu. www.merritt.edu/wp/puente/

Safety Aides
Safety Aides assist Police Services by patrolling the campus and its parking lots. Aides are available for escort services to and from parking lots. To receive assistance, please call (510) 436-2546. www.merritt.edu/wp/adjus/campus-safety-aides/

Safety Services
Safety Services is located in Building R, Room 117, and is available 7:00 am - 11:00 pm Monday through Friday. Emergency Line: (510) 465-3456, or on campus at ext. 7236. Non-Emergency Line: (510) 465-3514, or on campus at ext. 2668. www.merritt.edu/wp/police/

Sankofa (Umoja)
Sankofa (Umoja) is an academic and student support service program at Merritt College focusing on historically underrepresented students and emphasizing successful completion of English, Math and Science and other academic disciplines. The program assists students with developing educational plans, degree and certificate completion, transfer assistance to four-year colleges and universities and connecting students with support services throughout the campus. Sankofa (Umoja), although specifically designed for underrepresented students, serves all students who desire the nurturing services provided by the program. For more information, please visit us in Building R, Room I 06 or call (510) 436-3956 or (510) 464-3958. www.merritt.edu/wp/sankofa/

Scholarship Information
Scholarship information can be accessed in the following ways:
• Postings on the Student Activities scholarship bulletin board located outside Building R, Room 105.
• Scholarships are also available on the Peralta Foundation website - www.peralrafoundation.org

Student Accessibility Services (SAS)
Student Accessibility Services provides educational and vocational support services for students with disabilities who are enrolled in classes at the college. Services include academic, personal and career counseling; registration assistance; and liaison with four-year colleges and community agencies. The SAS office is located in Building R, Room 109A. Also see Alternate Media Services, High Tech Center, and Learning Opportunity Program entries. For more information contact us at 436-2429.
Student Activities and Campus Life
The Student Activities Office provides a variety of services and activities that enhance student life on the Merritt campus. The Office plans and implements a calendar of campus activities, presents an annual student leadership seminar, and in conjunction with ASMC, sponsors multicultural enrichment events. Services provided include housing bulletin boards, student ID cards and lost and found. For information contact the Director of Student Activities and Campus Life at (510) 434-3982. Visit the Student Activities Office in the Student Center, Building R, Room 124 or call (510) 434-3982
www.merritt.edu/wp/student-life/

Student Clubs and Organizations
Student clubs and organizations are located in Building R, Room 124; telephone number: (510) 434-3982.
www.merritt.edu/wp/student-clubs/clubs/

Transfer Center
Located in Building R, Room I 05, the Merrier College Transfer Center provides information about transfer activities and programs that link Merrier College and 9 U.C. Undergraduate campuses, twenty three California State Universities and many independent colleges and universities located throughout the Bay Area and the United States. Visit the center, or call (510) 436-2559 or (510) 436-2559 or (510) 436-2475 for more information on the following services:

- Transfer counseling (selecting a major, completing lower division requirements, etc.)
- Resource library of college catalogs
- On-line monthly calendar of transfer events
- Tours to four-year colleges
- To schedule appointments with visiting college representatives who provide application assistance
- Application, personal statement, and transfer workshops.
www.merritt.edu/wp/transfer/

Veterans Services
Merritt College offers educational assistance to eligible active-duty military, retired, reserve personnel and their dependents, according to Title 38, U.S. Code, and California Education Code, Section 32320. The U.S. Department of Veterans Affairs and the California Department of Veterans Affairs determine eligibility for benefits under this program. For more information, contact Veterans’ Services at (510) 436-258 I located in Building R, Room 105.
www.merritt.edu/wp/veteran/

Welcome Center
The Welcome Center provides courteous and professional customer service while relaying detailed information about college programs, services and policies to students, staff, faculty and our community members. We encourage students to utilize the Welcome Center to get patient assistance with our registration and enrollment process and/or referrals to the many support services that Merritt College offers. Additionally, we provide directions to and within the campus as well as scheduled tours. We welcome you to stop by Building R- Room 105 or contact us at (510) 434-2445
www.merritt.edu/wp/welcomecenter/

NOTE: Days and/or hours for any Student Service Areas are subject to change due to availability of funds.
Common Enrollment Issues

Holds
Where to check for holds.

1. Sign into your Campus Solutions Student Homepage
2. Click the Tasks tile to review hold information and how to clear the hold

These are the most common holds:

Error Messages
Check Enrollment Appointment Date

1. Review the “Enrollment Appointments” sections in the Academic Records or Manage Classes
2. The Manage Classes tile will have an alert once Enrollment Appointments are available

Locate Classes & Enroll

Steps to Locate a Class

1. Go to https://web.peralta.edu/admissions/schedule-of-classescatalogs/ click Search for Classes
2. Select a Term
3. Enter Class Information to see results
Waitlists

During registration, if you try to register for a class that is full ("CLOSED"), you will be given the option to add to the waitlist for that class until the waitlist fills. Remember, being on a waitlist does not guarantee you a seat in a class. If seats become available, those on the waitlist will be enrolled in the order they were added to the list.

Important: Passport will allow you to get on a waitlist, however, you will not be enrolled if you have any holds, time conflicts, repeat or prerequisite errors, duplicate courses, excessive units, or any type of registration error.

Frequently Asked Questions

Can anybody get on a Wait List?
Anyone can get on a waitlist if the waitlist for the class is available, but you will be enrolled in the class if:

• You meet the class prerequisites
• The class time does not conflict with another class in which you are already enrolled
• You are not enrolled in another section of the same course
• You have no repeat errors or holds on your record
• The class units do not exceed your maximum allowed.

When the daily process runs and space in the class is available, if you are on the waitlist but do not meet the criteria above, instead of being automatically enrolled in the class you will remain on the waitlist.

Who gets into a class from a waitlist?
If one seats become available, students will automatically be enrolled in the class in the order in which they were added to the waitlist as long as there are no errors or enrollment restrictions.

How do I know if I got into a class?
If you are auto enrolled from the waitlist, you will be notified by email to your Peralta email account. Be sure to activate and monitor your Peralta emails during the registration period.

When do I pay for the class?
Fees will be assessed after you enroll in a class and must be paid 2 weeks before the beginning of the term. If you do not pay your fees, you may be dropped from the class for non-payment. If you add after this deadline, you are required to pay the fees immediately or a hold WILL be placed on your account and your debt will be sent to collections. Students on a waitlist should monitor their Peralta email closely for enrollment notification.

What is the first day I can waitlist?
Waitlists become available when a class reaches its enrollment capacity. Waitlisted classes are displayed in the online schedule of classes with a yellow triangle icon.

What is the last day I can be added to a waitlist?
You can be added to a waitlist until the day before classes begin.

What prevents me from adding to a waitlist?
• Enrollment appointment date/time has not yet been reached
• The last day to add to the waitlist has passed
• Class is not yet closed
• Waitlist is at its capacity
• You have reached the limit for waitlisted units (waitlisted and enrolled units cannot exceed 10 units in summer, and 18 units in fall and spring)

If an enrolled student drops a class and a seat opens up, do waitlisted students get the opportunity to enroll first?
Yes. When a class is marked as closed only students from the waitlist can be enrolled.

Before the first day of classes, a daily process runs to automatically enroll students from the waitlist. If all waitlisted students are successfully enrolled in the class and there are still seats available, the class will reopen. However, if all students from the waitlist are moved to the class filling the class to capacity, the class will remain closed and the waitlist will re-open.

If by the first day of class you are still on the waitlist, you will need to attend the first class meeting and obtain a permission number from your instructor in order to enroll in the class.

Can I be on the Waitlist for more than one section of the same class?
Yes. You will be automatically enrolled in the section that becomes available first, depending on your position on the waitlist for each section.
**Waitlist (continued)**

Can a student be both enrolled and waitlisted for different sections of the same class?  
Yes, but they cannot be enrolled in both. A student can be enrolled in the open section of a class and at the same time be on the waitlist for a different section of that same class (maybe the waitlisted section was their first choice, but it has reached capacity). However, a student will not be auto enrolled in the waitlisted section when a seat becomes available, even if they are eligible. In this instance, they will need to drop themselves from the section they are currently enrolled.

**How will I move from the waitlist into the class?**  
During the registration period before classes begin, you are automatically enrolled as space becomes available. After classes begin, instructors are required to issue permission numbers. You use the class permission number to enroll in the class via Passport (you must drop yourself from the waitlist before using the permission number) or by going to the Admissions and Records office at the college.

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**ADMISSIONS & RECORDS CONTACT INFO FOR EACH COLLEGE**

<table>
<thead>
<tr>
<th>COLLEGE</th>
<th>PHONE</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berkeley City College</td>
<td>(510) 981 - 2806</td>
<td>bcc-admissions&amp;<a href="mailto:records@peralta.edu">records@peralta.edu</a></td>
</tr>
<tr>
<td>College of Alameda</td>
<td>(510) 748 - 2228</td>
<td><a href="mailto:mbryant@peralta.edu">mbryant@peralta.edu</a></td>
</tr>
<tr>
<td>Laney College</td>
<td>(510) 464 - 3121</td>
<td><a href="mailto:laneyadmissions@peralta.edu">laneyadmissions@peralta.edu</a></td>
</tr>
<tr>
<td>Merritt College</td>
<td>(510) 436 - 2487</td>
<td><a href="mailto:sdelatorre@peralted.edu">sdelatorre@peralted.edu</a></td>
</tr>
<tr>
<td>District Office</td>
<td>(510) 466 - 7368</td>
<td><a href="mailto:admissions@peralta.edu">admissions@peralta.edu</a></td>
</tr>
</tbody>
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**Is there a limit to the number of units that can be waitlisted?**  
Yes. Your waitlisted units and enrolled units cannot exceed 10 units in summer and 18 units in fall and spring.

**Are waitlisted units counted into my total units for the term?**  
No. Enrolled units and waitlisted units are counted separately. Waitlisted courses are not counted towards full-time status or calculated for fees.

**Will I be charged the enrollment fee when I add to the waitlist?**  
No. You are only charged the appropriate fees when you are officially enrolled in the class.

**How do instructors know who is on the waitlist?**  
Class waitlists are available to instructors through class rosters.

**Can I drop myself from a waitlist?**  
Yes. You can drop yourself from a Waitlist using Drop Classes in Campus Solutions.

**Can I see my position on a waitlist?**  
You can view your waitlist position in the “View My Classes” section under the Manage Class tile.

**How can I tell if a class has a waitlist?**  
Waitlisted classes are marked by a yellow triangle in the online schedule of classes.
Add Deadlines

Please note that effective this term there are two key add deadlines for regular session (full term) classes:

1. The last day to add without an instructor-provided permission number (January 31, 2021)
2. The last day to add with an instructor-provided permission number (February 7, 2021)

In addition, February 7th, 2020 is the last day to drop regular session classes to receive a refund and the last day to drop regular session classes without a “W” appearing on transcripts.

A full calendar can be found at https://web.peralta.edu/admissions/summer-2021-important-dates-deadlines-enrollment-dates/

**HOW TO USE A PERMISSION NUMBER**

You may add regular session (full term) classes, where space is available, using Campus Solutions the first day of class and through Sunday of that week (June 14 - June 20). After the first week of classes, you may only add a regular session class by obtaining a permission number from the instructor.

To obtain an instructor permission number, you must go to a class meeting and/or e-mail the instructor. If space is available the instructor may provide the required permission number.

You will need only the permission number for online enrollment through Campus Solutions. You will need the permission number and signature on an ADD CARD FORM to enroll in-person.

You are responsible for registering yourself in the class via Campus Solutions with the permission number or in-person at the College Admissions and Records office by the last day to add for the term (June 20, 2021).

**How do I obtain a permission number?**
To obtain an instructor permission number you must attend a class meeting and/or e-mail the instructor. If space is available, the instructor may provide the required permission number.

**How do I use the permission number to enroll?**
To enroll online, log in to Campus Solutions and follow the regular enrollment steps. If a permission number is required, you will be prompted to provide it during the enrollment process (see adding a class with a permission number instructions). To enroll in person, you will need to fill out an add card form and obtain the permission number and instructor signature.

**How do wait-listed students use a permission number?**
A waitlisted student can go add the permission number by going to the “Update Classes” section under the Manage Classes.

**Do permission numbers override a course pre-requisite or enrollment hold?**
No. Similar to auto-enrolling from a waitlist, permission numbers only allow you to enroll if you have met the requisites and have no holds on your account.
WHAT IS THE CALIFORNIA DREAM ACT?
The California Dream Act is comprised of two state laws, AB 130 and AB 131, that allow AB 540 students to apply for and receive several types of financial aid, including:

- California College Promise Grant (formerly BOG Waiver)
- State financial aids such as Cal Grants, Chafee Grant, and Student Success Completion Grant (SSCG)
- Assistance from EOPS, CARE or CalWORKs
- Privately-funded scholarships

Check with your campus financial aid, scholarship, EOPS/CARE and CalWORKs offices to see what is available.

WHAT IS AN AB 540 STUDENT?

1. have attended a combination of California high school, adult school, and California Community College for the equivalent of three years or more, or attained credits earned in California from a California high school equivalent to three or more years of full-time high school course work and attended a combination of elementary, middle and/or high schools in California for a total of three or more years,

AND

2. The student must have:
   - Graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam), or completed an associate degree from a California Community College, or
   - Completed the minimum requirements at a California Community College for transfer to the California State University or the University of California,

AND

3. The student must register as an entering student at, or current enrollment at, an accredited institution of higher education in California,

AND

4. The student must file an affidavit with the college or university stating that if the student is a non-citizen without current or valid immigration status, the student has filed an application to legalize immigration status, or will file an application as soon as the student is eligible to do so.

WHAT IS MY NEXT STEP?

- If you are AB540 eligible, visit [https://dream.csac.ca.gov/](https://dream.csac.ca.gov/) to apply for financial aid
- For Cal Grant eligibility: Your college GPA verification form needs to be submitted to California Student Aid Commission (CSAC) by March 2, 2021. For more information on GPA requirements, visit [https://www.csac.ca.gov/student-forms-0](https://www.csac.ca.gov/student-forms-0)
- To ensure that your GPA Verification is electronically submitted, visit Admissions & Records Office at your home college to update your SSN to 999-99-9999
- For high school GPA verification, you must check in with your high school
What's Old

- Placement tests that didn’t do a very good job of properly placing students into the math and English classes right for them. That’s old!
- Semester after semester of below-college-level math and English courses that delayed students from reaching their graduation and transfer goals. That’s old!
- Math & English courses that didn’t give students enough time with their instructors to really help them succeed. That’s old!

For students enrolled in ESOL coursework, AB705 requires California Community Colleges to maximize the probability that a student will enter and complete degree and transfer requirements in English within three years. Placement tests may still be used. Colleges may elect to provide a variety of additional instructional support and student services assistance to increase course success.

What's New

- No more placement test for math and English. Almost all students are now placed directly into college and transfer-level courses, making it faster to complete your graduation and transfer goals.
- More classroom support is now available for your math and English classes. These classes offer additional one-on-one and small group learning with faculty. These “supplemental” courses are required for some students (based on high school GPA) but are open to all students.
- Taking math and English right away as you enter college for the first time or are returning back to college is key to your success. Our aim is to support students in successfully passing college-level math and English in your first year.
Enroll for Classes Online Today!

sa.peralta.edu

PLEASE NOTE:
Due to the ongoing COVID-19 crisis, all offices and classes are physically closed. All services and classes are being offered remotely with the exception of a few in-person labs and CTE courses. Please visit safe.peralta.edu for the latest updates on all PCCD classes and operations affected by COVID-19.

Classes subject to change, please see online schedule for the latest information in Campus Solutions: sa.peralta.edu

* A single asterisk means that the course is acceptable for transfer credit to California State University (CSU) only.
** A double asterisk means that the course is acceptable for transfer credit to California State University (CSU) and acceptable at the University of California, within any limitations stipulated by U.C.

EVENING/WEEKEND COURSES ARE SHADED IN GRAY
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**ADMINISTRATION OF JUSTICE**  ADJS

* 51 * JUVENILE LAW AND PROCEDURES  3 UNITS
The history and philosophy of juvenile law and procedures in America

**AFRICAN-AMERICAN STUDIES**  AFRAM

** 19  RACISM IN THE UNITED STATES  3 UNITS
Exploration of the development of modern racism in the United States

** 30  AFRICAN-AMERICAN HISTORY: 3 UNITS
AFRICA TO 1865
Survey of the experience of African-Americans from their origins to the end of the Civil War

**ANTHROPOLOGY**  ANTHR

** 1  INTRODUCTION TO PHYSICAL ANTHROPOLOGY  3 UNITS
Study of human beings and their ancestors

**ART**  ART

** 1  INTRODUCTION TO ART HISTORY  3 UNITS
Introduction to art purposes, principles and forms

** 4  HISTORY OF MODERN ART (1800 TO PRESENT)  3 UNITS
Major visual art forms and movements of the nineteenth and twentieth centuries

**BIOLOGY**  BIOL

** 2  HUMAN ANATOMY  5 UNITS
Detailed study of human body structure
PREREQUISITE: BIOL 10 OR 24

** 3  MICROBIOLOGY  5 UNITS
Survey of the various microscopic agents of particular importance to humans
PREREQUISITE: CHEM 30A OR 1A
**BIOLOGY**

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**BIOSCIENCE/BIOTECHNOLOGY**

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**CHILDM DEVELOPMENT**

**50 PRINCIPLES AND PRACTICES OF TEACHING YOUNG CHILDREN**

Introduction to the current issues and methodology of early childhood education from a historical and theoretical framework for Early Childhood group care.

**51 CHILD GROWTH AND DEVELOPMENT**

Prenatal through adolescence typical and atypical human growth and development.

**53 THE CHILD, THE FAMILY AND THE COMMUNITY**

Examination of the typical and atypical developing child in a societal context.

**56A INFANT/TODDLER DEVELOPMENT AND CARE**

Principles and philosophy of infant care for children up to two years of age.

**56B CURRICULUM AND ENVIRONMENTS FOR INFANTS & TODDLERS**

Introduction to organizing and developing activities for children aged 0-3 years.

**74 HEALTH, SAFETY, AND NUTRITION**

Introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health, safety, and nutrition.

**INTERPERSONAL COMMUNICATION SKILLS**

Analysis of communication needs and improvement of skills.

**INTRODUCTION TO COMPUTER SYSTEMS**

General nature of computer hardware, software and systems.

**INTRODUCTION TO COMPUTER SCIENCE**

Introduction to computer science.

**INTRODUCTION TO COMPUTER PROGRAMMING**

Introduction to computer programming.
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| 30513 | Lab            |      | Varnado    | ONLINE Merritt |
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| 30801 | Lab            |      | Chan       | ONLINE Merritt |
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|       |                |      |            |      |         |
| 207A  | CAREER EXPLORATION | 1 UNIT |            |      |         |
|       |                |      |            |      |         |
| 30517 | Lec            |      | Oseguera   | ONLINE Merritt |
|       | Career decision making. To access Peralta e-mail and Canvas, please visit https://web.peralta.edu/portal/.
|       |                |      |            |      |         |
| 30727 | Lab            |      | Staff      | ONLINE Merritt |
|       | Online Class. This class has no required online meetings. Students are expected to log into their course multiple times a week and complete learning activities as directed. To access Peralta e-mail and Canvas, please visit https://web.peralta.edu/portal/.
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| 30729 | Lab            |      | Gomez      | ONLINE Merritt |
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|       |                |      |            |      |         |
| 30801 | Lab            |      | Chan       | ONLINE Merritt |
|       | Online class. This class has no required online meetings. Students are expected to log into their course multiple times a week and complete learning activities as directed. To access Peralta e-mail and Canvas, please visit https://web.peralta.edu/portal/.
|       |                |      |            |      |         |
| 207A  | CAREER EXPLORATION | 1 UNIT |            |      |         |
|       |                |      |            |      |         |
| 30517 | Lec            |      | Oseguera   | ONLINE Merritt |
|       | Career decision making. To access Peralta e-mail and Canvas, please visit https://web.peralta.edu/portal/.
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** 5 CRITICAL THINKING IN READING AND WRITING**
Development of the ability to analyze, criticize and advocate ideas.
PREREQUISITE: ENGL 1A

30486 Lec Ziff ONLINE Merritt
Online Class. This class has no required online meetings. Students are expected to log into their course multiple times a week and complete learning activities as directed. To access Peralta e-mail and Canvas, please visit https://web.peralta.edu/portal/.

30490 Lec Seneferu ONLINE Merritt
Online Class. This class has no required online meetings. Students are expected to log into their course multiple times a week and complete learning activities as directed. To access Peralta e-mail and Canvas, please visit https://web.peralta.edu/portal/.

30566 Lec Guerrero ONLINE Merritt
06/28/2021 - 07/22/2021 Adelante Summer Bridge Program. Students must enroll in COUN 207A, code 30517, and ENGL 201A, code 30566, and join the Adelante Summer Bridge Program. Students must enroll in both classes at the SAME TIME to avoid enrollment requisite error. Please contact the program coordinator Rosa Perez if you have questions, email: rperezflores@peralta.edu. Online course. Required synchronous Zoom meetings on MTWTh from 9-12:15pm. Students should have regular access to the internet and be comfortable using online technologies. All instructions and communications for this class will be sent to Peralta student email accounts. To access your student email, login to tp portal.peralta.edu and click the picture that says “Students” to log in.

30566 Lec Guerrero ONLINE Merritt
06/28/2021 - 07/22/2021 Adelante Summer Bridge Program. Students must enroll in COUN 207A, code 30517, and ENGL 201A, code 30566, and join the Adelante Summer Bridge Program. Students must enroll in both classes at the SAME TIME to avoid enrollment requisite error. Please contact the program coordinator Rosa Perez if you have questions, email: rperezflores@peralta.edu. Online course. Required synchronous Zoom meetings on MTWTh from 9-12:15pm. Students should have regular access to the internet and be comfortable using online technologies. All instructions and communications for this class will be sent to Peralta student email accounts. To access your student email, login to tp portal.peralta.edu and click the picture that says “Students” to log in.

** 8 INTRODUCTION TO OUTDOOR EDUCATION**
Overview of nature/culture interpretation and education

201A PREPARATION FOR COMPOSITION AND READING
Introduction to college-level reading and writing of expository prose.
PREREQUISITE: ENGL 250D/257B OR 252D OR 259D/269B OR 252B OR 252EB OR PLACEMENT THROUGH MULTIPLE-MEASURES WRITING ASSESSMENT PROCESS, AND ENGL 251D/268B OR 252B OR 259D/269B OR 253B OR PLACEMENT THROUGH MULTIPLE-MEASURES READING ASSESSMENT PROCESS

** 7A HISTORY OF THE UNITED STATES TO 1877**
History of the United States from colonial days to Reconstruction (1877)

** 2 HUMAN VALUES**
Study of human values

** 67A SPORTS TRAINING I - FUNDAMENTALS**
Activity class

** 67B SPORTS TRAINING II - BEGINNING**
Activity class

** 80A BASKETBALL I - FUNDAMENTALS**
Activity class

** 80B BASKETBALL II - BEGINNING**
Activity Class

** 80C BASKETBALL III - INTERMEDIATE**
Activity class
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<td>Comprehensive study of growing and using herbs for culinary, medicinal, utilitarian, and ornamental use</td>
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<td>PRINCIPLES OF REAL ESTATE</td>
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<td><em>5</em></td>
<td>COMPREHENSIVE PRESENTATION OF DAILY ACTIVITIES OF BROKERS AND SALESPERSONS</td>
<td>3 UNITS</td>
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<td><strong>PROPERTY MANAGEMENT</strong></td>
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<td>REAL ESTATE MANAGEMENT</td>
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### REAL ESTATE

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**Online class. This class has no required online meetings. Students are expected to log into their course multiple times a week and complete learning activities as directed. To access Peralta e-mail and Canvas, please visit https://web.peralta.edu/portal.**

### SOCIOLOGY

**SOC**

#### **1** INTRODUCTION TO SOCIOLOGY 3 UNITS

Basic concepts, theoretical approaches, and methods of sociology

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<tr>
<th>CODE</th>
<th>SEC</th>
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### SPANISH

**SPAN**

#### **1A** ELEMENTARY SPANISH 5 UNITS

Development and application of language skills and cultural exploration of the Spanish speaking world

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<th>CODE</th>
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**Online Class. This class has both required online meetings and required online learning activities. Students must be available to meet online for the days/hours listed for this section and log into their course site multiple times a week to complete the online learning activities as directed. To access Peralta e-mail and Canvas, please visit https://web.peralta.edu/portal.**

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**STEPS TO APPLY**

1. **Obtain a Peralta Student ID**
   - Visit web.peralta.edu/international/how-to-apply and “Select” your home campus: Berkeley City College | College of Alameda | Laney College | Merritt College
   - Create an OpenCCC Account (an online service of California Community Colleges)
   - Sign into OpenCCC, select “Start an Application” and follow the steps to complete an OpenCCC International Application
   - Select Start an International Application* and follow the steps to obtain a Peralta Student ID

   *Under current visa type, unless you have an F-1 visa, select “OTHER or NONE” and check the “no visa yet” box.

2. **Set up a Peralta Email Account**
   - Check for an email** from the Peralta Admissions & Records Office within 24 hours of submitting the Peralta Community College Application
   - Locate your Peralta email address and password sent to your personal email
   - Wait for at least 24 business hours and use information to activate your Peralta Email Account

   **Check for an email with the subject line: Student Passport Information

3. **Submit a Peralta International Student Application**
   - Check your Peralta email account for login credentials ***to the Global Peralta System (GPS). An international student account will be created for you automatically. Please do not create your own account!
   - Once logged in, select an application: Overseas (for new students outside the U.S.) or Transfer (for students in the U.S. who already have an F-1 visa)
   - Select Apply Now and follow the steps to submit a Peralta International Student Application

   ***contact international@peralta.edu for any other type of international student application (charge of status, concurrent enrollment, other visas, etc.)

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**STAY CONNECTED!**

Contact our office directly with any questions you might have.

Connect with other International Students through Facebook, Instagram or Twitter.

Learn more about the Peralta Colleges and our programs

- LIKE US on Facebook @peraltainternational
- FOLLOW US on Instagram @PeraltaIntl
- FOLLOW US on Twitter @PeraltaIntl
- More Information on Youtube @Peralta International Students

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**STUDY ABROAD PROGRAMS**

Now Available for International & Domestic Students

https://web.peralta.edu/international/study-abroad

Contact Drew Gephart, International Services Manager, for more information – (510) 587-7834, dgephart@peralta.edu

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**CAMPUS INTERNATIONAL OFFICES**

**Berkeley City College**

2000 Center Street, Suite 100

www.berkeleycitycollege.edu/wp/international

**College of Alameda**

Tuesdays
Room F-109

Contact Drew Gephart | dgephart@peralta.edu

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Given the global outbreak of novel corona-virus (COVID-19), the Peralta Community College District is canceling/postponing all study abroad programs for Summer 2021. Please check the study abroad website for more details on the future 2021 programs we are planning to offer.

Also, please visit SAFE.PERALTA.EDU for the latest updates on all PCCD classes and operations affected by COVID 19.
Given the global outbreak of novel corona-virus (COVID-19), the Peralta Community College District is canceling/postponing all study abroad programs for Spring 2021. Please check the study abroad website for more details on the future 2021 programs we are planning to offer. Also, please visit SAFE.PERALTA.EDU for the latest updates on all PCCD classes and operations affected by COVID 19.

**PERALTA COLLEGES STUDY ABROAD PROGRAMS**

Tentative Programs for 2022 are listed below. For each program, an official decision will be made 120 days before departure if it will be offered or not based on safety factors which include, but are not limited to:

- Department of State Travel Warnings (Must drop down to Level 2)
- CDC Travel Advisories (Must drop down to Level 2)

**No Payments are being collected at this time until program is confirmed (120 days before travel).**

<table>
<thead>
<tr>
<th>Tentative Programs for 2022</th>
<th>For more information visit: web.peralta.edu/international/study-abroad or contact Drew Gephart, International Services Manager at <a href="mailto:dgephart@peralta.edu">dgephart@peralta.edu</a></th>
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<tbody>
<tr>
<td><strong>African Heritage in Latin America</strong></td>
<td><strong>Critical Thinking</strong></td>
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<tr>
<td>PERU (Laney College)</td>
<td>BELIZE (Merritt College)</td>
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<td><strong>Business After Pandemic</strong></td>
<td><strong>Dance</strong></td>
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<td>MOROCCO (College of Alameda)</td>
<td>GHANA &amp; TANZANIA (Laney College)</td>
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<tr>
<td><strong>Cosmetology</strong></td>
<td><strong>Economics</strong></td>
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<tr>
<td>LONDON (Laney College)</td>
<td>FRANCE/GERMANY (College of Alameda)</td>
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*All Programs Subject to Change and Approval by College Departments*

If you are interested in any of these programs, please begin by filling out our Pre-Travel Study Abroad Information Form. To sign up for more information about specific programs, visit web.peralta.edu/international/studyabroadapplication.

**Financial Aide**

A student’s enrollment in a program of study abroad approved for credit by Peralta may be considered enrollment for the purpose of applying for assistance under Title I. Title IV financial aid is federally funded aid such as Federal Pell Grant, Federal Supplemental educational Opportunity Grant, (SEOG), Federal Perkins Loan, Federal Subsidized and Unsubsidized Direct Loans.

If study abroad/travel is canceled, some courses may still be offered virtually/online. Please check with individual instructors for more details.

**Other Study Abroad Information Resource**

- Critical Language Scholarship Program CLSCHOLARSHIP.ORG
- Guilman Scholarship Program GILMANSCHOLARSHIP.ORG
- Peralta Colleges Foundation Scholarship PERALTAFOUNDATION.ORG
- Go Overseas GOOVERSEAS.COM
- California Colleges for International Education CCIEEEWORLD.ORG

Summer 2021 Class Schedule  Register Online www.peralta.edu 48
The Merritt College Fruitvale Center is located in the heart of the Fruitvale District. The center offers student support services to continuing and prospective students who wish to enroll in classes. The target community is prospective ESL students; however, the center assists the entire Merritt College student body with the enrollment process by providing services for admission to the college, academic counseling and course registration.

**Services:**
* ESL Classes
* Bilingual Child Development
* Bilingual Counseling
* Assistance with Registration

**Office Hours**
Monday – Wednesday 9am-3:00pm
Thursdays 8am – 6pm
Fridays: 9am - 1pm

**Counseling Hours:**
Thursdays 9am – 6pm

El Centro Fruitvale del Colegio Merritt está ubicado en el corazón del Distrito Fruitvale. El Centre ofrece apoyo a estudiantes que desean inscribirse o continuar con sus estudios. La comunidad central son los estudiantes de Ingles como Segundo Idioma; sin embargo, el Centre asiste a todo estudiante de Merritt College con el proceso de inscripción dando servicios de admisión, consejería académica y registración.

**Servicios:**
* Clases de Ingles como Segunda Lengua
* Clases bilingües en Desarrollo Infantil
* Consejería bilingüe
* Asistencia con registracion

**Horario de Oficina**
Lunes a Jueves: 9am-4:30pm (cerrado de 12pm-12:30pm)
Viernes: 9am-1pm

**Consejera Académica:**
Martes 10am-8pm
Miercoles 9am-6pm

**1900 Fruitvale Ave, Suite 1C**
Oakland, CA 94601
(510) 536-1830
College District Policies

For a complete list of Board Policies, go to web.peralta.edu/trustees/board-policies/

BOARD POLICY 3410 NONDISCRIMINATION

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, sex or gender, gender identity, race or ethnicity, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, active duty military and veterans, pregnancy, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Chancellor shall establish administrative procedures that ensure all members of the college community or persons using the services of the district can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, active duty military and veterans, pregnancy, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics.

ADMINISTRATIVE POLICY 3410 NONDISCRIMINATION - EDUCATIONAL PROGRAMS AND OTHER SERVICES

The District shall provide access to its services, classes and programs without regard to, national origin, religion, age, sex or gender, gender identification, race or ethnicity, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

A. All classes, including credit, noncredit and not-for-credit, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, “gender” means sex, and includes a person’s gender identity and gender-related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth.

B. The District shall not prohibit any student from enrolling in any class or course on the basis of gender.

C. Academic staff, including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of gender.

D. Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

BOARD POLICY 3433 PROHIBITION OF SEXUAL HARASSMENT UNDER TITLE IX

All forms of sexual harassment are contrary to basic standards of conduct between individuals. State and federal law and this policy prohibit sexual harassment and the District will not tolerate sexual harassment. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence.

The District seeks to foster an environment in which all employees, students, applicants for employment, and applicants for admission feel free to report incidents of sexual harassment in violation of this policy and Title IX, without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of sexual harassment in violation of this policy and Title IX or for participating, or refusing to participate, in a sexual harassment investigation. The District will investigate all allegations of Title IX retaliation swiftly and thoroughly. If the District determines that someone has retaliated, it will take reasonable steps within its power to stop such conduct. Individuals who engage in Title IX retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.
Any employee, student, applicant for employment, or applicant for admission who believes he/she/they has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3434 Responding to Harassment Based on Sex under Title IX. The District requires supervisors to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

To this end, the Chancellor shall ensure that the institution undertakes education and training Activities to counter sexual harassment and to prevent, minimize, or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Chancellor shall establish procedures that define sexual harassment on campus. The Chancellor shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding sexual harassment in violation of this policy, and procedures to resolve complaints of sexual harassment in violation of this policy. State and federal law and this policy prohibit retaliatory acts against all participants by the District, its employees, students, and agents.

The District will publish and publicize this policy and related written procedures (including the procedure for making complaints) to administrators, faculty, staff, students, applicants for employment, and applicants for admission, particularly when they are new to the institution. The District will make this policy and related written procedures (including the procedures for making complaints) available in all administrative offices and will post them on the District's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measure up to and including termination from the volunteer assignment, internship, or other unpaid work experience program.

**BOARD POLICY 3430 PROHIBITION OF UNLAWFUL HARASSMENT**

The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student or unpaid interns and volunteers within the District.

**I. Definitions**

**A. General Harassment**

Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation of any person, or military or veteran status, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Harassment shall be found where, a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment or resource.

For sexual harassment under Title IX, Complainants must proceed under BP 3433 Prohibition of Sexual Harassment under Title IX, AP 3433 Prohibition of Sexual Harassment under Title IX, and AP 3434 Responding to Harassment Based on Sex under Title IX. For other forms of sexual harassment or gender-based harassment, Complainants should use this procedure.

Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment if it meets the definition above. For example, repeated derisive comments about a person’s competency to do the job, when based on that person’s gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct that could, depending on the circumstances, meet the definition above, or could contribute to a set of circumstances that meets the definition:

**B. Verbal**

Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person’s race gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual’s body, physical appearance, attire, sexual
prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race nationality, sexual orientation or other protected status.

C. Physical
Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person’s gender, race, national origin, sexual orientation or other protected status.

D. Visual or Written
The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.

E. Environmental
A hostile academic or work environment may exist where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her/their immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual’s learning or work.

F. Sexual Harassment
In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from, or in, the work or educational setting when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, progress, internship, or volunteer activity;
2. Submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
3. The conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment (as more fully described below); or
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

5. This definition encompasses two kinds of sexual harassment:

   a. “Quid pro quo” sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual’s willingness to engage in or tolerate unwanted sexual conduct.

   b. “Hostile environment” sexual harassment occurs when unwelcome conduct based on a person's gender alters the conditions of an individual’s learning or work environment, unreasonably interferes with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. A single isolated incident of sexual harassment may be sufficient to create a hostile environment if it unreasonably interfered with the person’s academic or work performance or created an intimidating, hostile, or offensive learning or working environment.

   Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

II. Consensual Relationships
Romantic or sexual relationships between supervisors and employees, or between administrators, faculty members or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty members or staff member must evaluate the student’s or employee’s work or make decisions affecting the employee or student. The relationship may create
an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

III. Academic Freedom
No provision of this Administrative Procedure shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public forums. Freedom of speech and academic freedom are, however, not limitless and this procedure will not protect speech or expressive conduct that violates federal or California anti-discrimination laws.

ADMINISTRATIVE PROCEDURE 3540 SEXUAL AND OTHER ASSAULTS ON CAMPUS

I. The District and the Colleges shall make available sexual assault awareness information to students and employees.

II. Any sexual assault or physical abuse, including, but not limited to, rape, as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District’s facilities or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures (See also AP 5500 Standards of Student Conduct).

III. It is the responsibility of each person involved in sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent. “Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity.

IV. These written procedures and protocols are designed to ensure victims of domestic violence, dating violence, sexual assault, or stalking receive treatment and information. (For physical assaults/violence, see also AP 3500, 3510, 3515).

V. All students, faculty members or staff members who allege they are the victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be provided with information regarding options and assistance available to them. Information shall be available from the Peralta Safety & Security Services, which shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until Peralta Safety & Security Services is authorized to release such information.

VI. Safety & Security Services shall provide all alleged victims of domestic violence, dating violence, sexual assault, or stalking with a copy of the District’s policy and administrative procedure regarding domestic violence, dating violence, sexual assault, or stalking upon request, and the importance of preserving evidence and the identification and location of witnesses.

VII. Victims will be provided the option to:
1. notify proper law enforcement authorities, including on campus security and local police;
2. be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; or
3. decline to notify such authorities;

VIII. The victim will be provided a description of the following procedures:
1. criminal prosecution;
2. civil prosecution (i.e., lawsuit);
3. District disciplinary procedures, both student and employee;
4. modification of class schedules; and
5. tutoring, if necessary.

IX. The District will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigations described in AP 3434. Responding to Harassment Based on Sex under Title IX, regardless of whether a complaint is filed with local law enforcement. All alleged victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be kept informed, through Safety & Security Services, of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal; alleged victims of domestic violence, dating violence, sexual assault, or stalking are required to maintain any such information in confidence, unless the alleged assailant has waived rights of confidentiality consistent with state and federal law.
X. A Complainant or witness who participates in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the District's student conduct policy at or near the time of the incident, unless the District determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic honesty.

XI. In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to allege lack of affirmative consent that the accused believed that the complainant consented to the sexual activity under either of the following circumstances:
(1) The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused
(2) The accused did not take reasonable steps in the circumstances known to the accused at the time, to ascertain whether the Complainant affirmatively consented.

XII. In the evaluation of the complaints in the disciplinary process, it shall not be a valid excuse that the accused believed that the Complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the Complainant was unable to consent to the sexual activity under any of the following circumstances:
(1) The Complainant was asleep or unconscious.
(2) The Complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the Complainant was unable to communicate due to a mental or physical condition.

XIII. The District shall maintain the identity of any alleged victim or witness of domestic violence, dating violence, sexual assault, or stalking on District property, as defined above, in confidence consistent with state and federal law, unless the alleged victim or witness specifically waives the right to confidentiality. All inquiries from reporters or other media representatives about alleged domestic violence, dating violence, sexual assaults, or stalking on District property shall be referred to the District's Public Information Office, which shall work with Peralta Police Services to assure that all confidentiality rights are maintained consistent with state and federal law.

XIV. Additionally, the Annual Security Report will include a statement regarding the District's programs to prevent sexual assault, domestic violence, dating violence, and stalking and procedures that should be followed after an incident of domestic violence, dating violence, and stalking has been reported, including a statement of the standard of evidence (preponderance of evidence) that will be used during any district proceeding arising from such a report. The statement must include the following:
(1) A description of educational programs to promote the awareness of rape, acquaintance rape, other forcible and non-forcible sex offenses, domestic violence, dating violence, or stalking;
(2) Procedures to follow if a domestic violence, dating violence, sex offense or stalking occurs, including who should be contacted, the importance of preserving evidence to prove a criminal offense, and to whom the alleged offense should be reported.
(3) Responses to stranger and non-stranger sexual assault;
(4) The preliminary victim interview, including the development of a victim interview protocol, and a comprehensive follow-up victim interview, as appropriate;
(5) Contacting and interviewing the accused;
(6) Seeking the identification and location of witnesses;
(7) Information on a student's right to notify appropriate law enforcement authorities, including on-campus and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests, and the right to decline to notify these authorities;
(8) Written information and notification for students about existing on- and off-campus counseling, mental health, victim advocacy, legal assistance, or other services for victims and contact information;
(9) Participation of victim advocates and other supporting people;
(10) Investigating allegations that alcohol or drugs were involved in the incident;
(11) The role of the institutional staff supervision;
(12) A comprehensive trauma-informed training program for campus officials involved in investigating and adjudicating sexual assault, domestic violence, dating violence, and stalking cases;
(13) Written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to Peralta Police Services or local law enforcement.
(14) Procedures for campus disciplinary action in cases of an alleged domestic violence, dating violence, sexual assault, or stalking, including a clear statement that:

a. Such proceedings shall provide a prompt, fair, and impartial resolution;

b. Such proceedings shall be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability;

C. The accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from an alleged domestic violence, dating violence, sexual assault or stalking, the procedures for the accused and victim to appeal the results of the disciplinary proceeding, of any changes to the results that occur prior to the time that such results become final, and when
such results become final. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act. For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the alleged domestic violence, dating violence, sex offense, or stalking and any sanction that is imposed against the accused.

(15) A description of the sanction the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, date rape, or other forcible or non-forcible sex offenses, domestic violence, dating violence or stalking.

XV. Education and Prevention Information

Safety & Security Services shall:

A. Provide, as part of each campus’ established on-campus orientation program, education and prevention information about domestic violence, dating violence, sexual assault, and stalking. The information shall be developed in collaboration with campus-based and community-based victim advocacy organizations, and shall include the District’s sexual assault policy and prevention strategies including empowerment programming for victim prevention, awareness raising campaigns, primary prevention, bystander intervention, and risk reduction.

B. Post sexual violence prevention and education information on the campus internet website regarding domestic violence, dating violence, sexual assault and stalking.

Please note:
For additional information and resources on sexual assault, domestic violence, dating violence, and stalking in the educational/campus environment, the Department of Justice has established a clearinghouse of resources geared towards colleges and universities, which can be accessed at the California Attorney General's website.
Safety Services

SUMMARY
Peralta Safety Services is responsible for protecting the life and property of students, employees, and visitors. Our mission is to preserve the peace, maintain order and enforce state, federal and local laws. Our goal is to provide a safe environment so that the educational process can be conducted in an orderly and uninterrupted manner. Community safety partners focus on working with students, faculty and staff in addressing the problems and/or concerns identified with safety and security. Beginning on January 1, 2021, we’ve begun transitioning to a community-based safety and security model that includes a number of vendors, all locally-owned small and mid sized businesses. These vendors include:

A1 Protective Services
Community Ready Corps (CRC)
Marina Security Services
Zulu Community Protection

Currently, Marina Security Services (Marina) and A1 Protective Services (A1) have been on-boarded and are providing safety services to our four campuses and district offices. We are working with Community Ready Corps (CRC) and Zulu Protective Services (Zulu) to meet the District’s requirements and prepare them for the on-boarding process to provide campus security.

SECURITY APPROACH AND INTERACTION WITH POLICE AUTHORITIES
The District is committed to a community-based security service model that focuses on personal engagement between the security team, students, faculty, staff and administration. Community Ambassadors will be assigned to each campus. The Community Ambassadors will understand restorative justice principles and de-escalation techniques and will earn the trust of the communities they serve. The selected security firms and those that they employ will have particular sensitivity to communities of color and communities that have experienced the de-humanizing effects of institutional racism, oppression and willful neglect. The security firms will employ a team of first responders that will be dispatched through the District’s centralized dispatcher. Ideally, these first responders will come from the community and have specific knowledge of the community they serve.

Security personnel will walk the campus during daytime hours or will be stationed at the security guard’s console. Personnel will be unarmed and equipped with two-way radio devices with connectivity to other district staff and the District’s dispatcher. The goal of the District is to create a non-lethal, nontraditional security ecosystem that proactively responds to challenges before traditional policing services, including local law enforcement, are activated or called.

The Community Ambassadors and the firms they work for are established entities, familiar with the District’s many communities, with an established reputation for successfully working in communities of ethnic, cultural and religious diversity. This approach to security will include community engagement and respect. The selected vendors will actively engage in assisting the District in building a security model that requires input from the communities they serve, including District leadership, community groups, peer groups, neighborhood groups, student groups, and faculty and staff groups.

MISSION STATEMENTS

Community Ready Corps (CRC)
The mission of CRC, a Black grassroots organization, is to organize and empower the community towards self-determination and equity. We believe that a community should be able to engage with power wherever power is expressed and that resistance must be rooted in achieving a self-determined existence. Disrupting the current paradigm and pioneering new systems means connecting to and unleashing the creativity, ingenuity, and courage that is already present.

Zulu Community Protection
The mission of Zulu Community Protection is to ensure that the needs of the school sites and organizations we serve are met by protecting people and property from those who seek to do harm. Zulu Community Protection is able to fulfill its mission by deploying dedicated, well-trained security personnel that are equipped with culturally based, racially aware training. Zulu Community Protection security staff are trained with tactics that decrease the need for official police forces. Zulu is a licensed Private Patrol Operator (PPO). Critical to our mission is that we consistently engage service to African American and Latino youth at school
Safety Services (continued)

sites as a means of empowering them with personal protection techniques and a collective consciousness about their role in positively engaging in protecting their school, family, friends, and neighbors.

Marina Security Services
The mission of Marina Security Services is to unobtrusively provide our clients and the communities within which they operate with a safe and secure facilities without disrupting their ability to operate in the way they desire to achieve their objectives. At Marina Security Services, our security guards and staff take pride in acting within the framework of our four core values: Communication, Integrity, Professionalism, and Diligence.

CRIME PREVENTION

Crime prevention can be enhanced by the vigilance and engagement of the entire community: faculty, staff, and students. Willingness to look out for each other and to report unusual situations and suspicious activities can improve safety and security for everyone.

SAFETY TIPS

- Keep vehicles, offices, classrooms, and other areas secured when practical.
- Keep valuable and/or easily portable items secured when possible.
- Keep keys and emergency communication systems readily available.
- Choose routes and locations that are better lit, more familiar, and more secure, when available.
- Travel, work, and study with potential assistance near by, when possible.
- Analyze surroundings for opportunities to escape, hide, and to obtain help and witnesses.
- Analyze surroundings for potential criminal access, ambush, and activity.
- Know the locations of emergency phones.
- Know the locations and call numbers of emergency responders.
- Practice describing people and events in a way that supports appropriate response by others.
- Opt in for safety and security alert systems.
- Notify others when working at unusual times or in unusual locations.

Questions, suggestions or concerns regarding campus safety and security may be directed to the Dispatch Office at (510) 465-3514. Your concerns will be treated with confidentiality and care.

WEAPONS POLICY

The unauthorized use, possession, or storage of weapons, fireworks, or explosives is prohibited on the Peralta Community College District (PCCD) premises, at any PCCD sponsored activity, or in vehicles parked on the premises. Weapons are defined as including, but not limited to: firearms, pellet guns, bows and arrows, martial arts equipment, switchblade knives, swords, large knives, clubs and other blunt force instruments.

PARKING & TRAFFIC REGULATIONS

All provisions of the California Vehicle Code apply to individuals and to vehicles being driven on and about campus property and parking lots. All vehicle codes, including 21113 C.V.C., are strictly enforced. The speed limit is 5 m.p.h. in campus parking lots and property. Students may only park in designated student parking areas.

Persons must obey all California Vehicle Codes and carefully read and follow the campus parking and traffic signage. Illegally parked vehicles will be cited and/or towed at the owner’s expense. For towed vehicles, contact Peralta Safety Services at (510) 465-3514. Parking violations are enforced 24 hours a day, seven days a week, including holidays.

College officials do not have the authority to rescind or to arbitrate citation matters.

Students must not park in staff parking areas, red zones, yellow (loading zones), green 30 minute zones or in other unauthorized areas. Disabled student parking areas are available and posted with blue paint and handicapped parking signs. “Handicap Accessible” signs mean the area is accessible by persons with disabilities; it does not mean it is designated for “Handicapped Parking”.

Disabled students must also properly display their daily or semester parking permit (and a Student I.D. Decal if they attend Laney) along with their D.M.V. issued handicap placard and/or handicap license plate.

Disabled students must also properly display their daily or semester parking permit (and a Student I.D. Decal if they attend Laney) along with their D.M.V. issued handicap placard and/or handicap license plate.

Staff must properly display their staff parking permit along with their D.M.V. issued disabled placard and/or disabled plate.

Daily parking permits expire at 10:45 p.m. each night and the parking lot gates are locked and secured at 11:00 p.m.
Safety Services (continued)

Safety Services (continued)

Each evening. Overnight parking is not authorized and vehicles will be towed at the owner’s expense. (Contact Peralta Safety Services for towed vehicles at 510-465-3456).

Visitors may park in the green 30 minutes zones at Merritt and College of Alameda if they are staying only 30 minutes or less. Visitors may park lawfully on the street at campuses with street parking, (metered zones require coinage). Special guest permits may be obtained through the business offices, and the Department of General Services in the District Administration Center (DAC). Semester parking permits may be purchased for the student parking at Laney, Merritt and College of Alameda campuses for $40.00 ($20.00 for motorcycles).

The summer session rate is $20.00 for cars ($10.00 for motorcycles). Rates are subject to change.

You may choose to pay for parking on a daily basis, rather than purchasing a semester permit. The cost of daily parking is $2.00 per day (exact change only). The daily permits may be purchased from the ticket machines located in the parking lots.

In addition to the daily parking permits, Laney College students must properly display a “STUDENT I.D. DECAL” (hanging from the rear view mirror with the numbered side facing outward), in order to park in a student parking lot or you will be cited.

Student I.D. Decals are issued, initially, at no charge and can be obtained from the Cashier’s Office. (There is a $10.00 replacement cost for lost or stolen Student I.D. Decals).

Unlike Laney, Merritt and College of Alameda, the Berkeley City College campus has no parking lot; therefore, Berkeley City College does not honor parking stickers from other Peralta Colleges. There is no designated public parking lot at Berkeley City College.

Jeanne Clery Disclosure

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act, codified at USC 1092(f) as part of Higher Education Act of 1965, is a federal law that requires all colleges and universities to keep and disclose information timely and annually about certain crime on and near their respective campuses. These crime statistics can be found in the Peralta Community College Personal Safety Handbook, on the Peralta Community College District website: www.peralta.edu

Annual Security Report

The Peralta Community College District (PCCD) Annual Security Report (ASR) is provided in accordance with the Crime Awareness and Campus Safety Act of 1990 and subsequent amendments that led to its being renamed the Jeanne Clery Act in 1998.

The ASR is part of ongoing efforts to inform you of the safety programs and services available and the crimes that are reported to Peralta Sheriff’s, local police partners and other campus security personnel. It also contains information about proactive steps you can take to help maintain a safe and secure campus for everyone.

For more information about the latest Peralta Community College District Annual Security Report, please visit: web.peralta.edu/police-services/college-annual-security-reports-ars/.

For more information about Peralta Safety Services and Crime Statistics, please visit: web.peralta.edu/police-services/
You can make a difference in the lives of motivated Peralta students by supporting the Peralta Colleges Foundation

Throughout the four District colleges, the Peralta Colleges Foundation provides academic scholarships to committed students and financial assistance for faculty development and library initiatives.

Please consider making a donation to help increase the number of scholarships we award to students in need. A gift of any size can make a big difference!

A Peralta Colleges Foundation scholarship can provide a student with:

- apprenticeship uniforms, culinary knives, machine repair tools and other specialty equipment
- supplies to pursue a career in design or the arts
- required course textbooks and classroom materials
- gas or a transit pass to get to school, an internship or a job
- self-confidence and hope for the future

For a student who struggles just to pay tuition and buy textbooks each semester, a Peralta Colleges Foundation scholarship provides the encouragement and resources that a student needs to succeed.

☐ Yes, I want to make a difference in the lives of motivated students.

☐ $100  ☐ $75  ☐ $50  ☐ $35  ☐ $ __________

☐ I’ve enclosed a check payable to Peralta Colleges Foundation

☐ Please charge my credit card: ☐ Visa ☐ MasterCard ☐ American Express

Name _____________________________________________________________

Address __________________________________________________________

City ________________________      State  __________    Zip _________________

Card # _______________________________  Exp. Date ___________

Authorized Signature _______________________________        CVV #___________

Peralta Colleges Foundation is a 501(c)(3) nonprofit organization. Your gift may qualify as a charitable deduction for federal income tax purposes. Tax ID #23-7091547.

333 E. 8th Street, Oakland, CA 94606 | (510) 587-7809 | www.peraltafoundation.org
Personal Information Change Form

Please mail original signed form to the District HR Office at 333 East 8th Street, Oakland CA 94606.

*OR, visit the Employee Self Service section in PROMT to update your personal information.

For name change only: Please bring your original social security card to the HR office to verify identity and new name.

Employee ID#:____________________________ College:____________________________

Check one:
Management □  Classified □  Faculty □  Hourly/Short-term □  Retiree □  Student Worker □

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By signing this form, I authorize Peralta to update my information.

Signature:_________________________  Date signed:_________________________
The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic and global economy.