

LANEY COLLEGE

What Ignites Your Passion?



SUMMER 2020 CLASS SCHEDULE



ENROLL ONLINE AT LANEY.EDU

Letter from the President

Welcome to Laney College!

On behalf of the faculty, staff, and administrators, I would like to share with you some of the reasons why Laney will work for you, as it has worked for over 10,000 students each year since 1953.

With student success as the focal point guiding all of our work, the Laney College student is well supported by an absolutely dynamic and committed group of subject matter experts who work passionately to foster student learning, as well as a student services support team who go over and beyond daily to help our students navigate the ins and outs of higher education. The versatility of the programmatic offerings at Laney provide options for all types of students...

Laney is home to the students who are looking to complete a degree or certificate, the students who plan to transfer to four-year universities to continue their education, the students who are looking to brush-up on technical skills for work or prepare themselves for a profession/trade, and even the students who are looking to improve their college readiness skills for a smoother transition to college-level course-work. At Laney, we are keenly aware that when a student enrolls in classes, they are investing in themselves, and may need some help with wrap-around support services in order to be able to reach their full potential. Some of the resources afforded to Laney students include a weekly food pantry give-away, tutoring services, financial aid, programs such as CalWORKS, CARE & EOPS, and learning communities that help nurture and enrich particular groups of students in culturally appropriate ways that are proven to facilitate higher success rates.

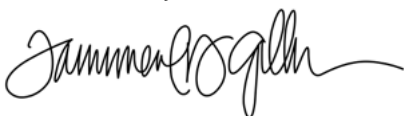
Additionally, the cost of the community college route to achieving your higher education goals can't be beat. If you are looking for a more cost-effective way of securing a bachelors or graduate degree, attending a community college, and then transferring on to obtain your bachelor's degree is the way to go. Laney alums have gone on to become successful entrepreneurs, business and community leaders, congressmen, and overall positive contributors to society.

Finally, I challenge you to find a more exciting student life than the one you will find at Laney College. The liveliness of our campus provides our students with a culturally enriched experience that celebrates the unique and rich history of diversity, art and social activism that the Bay Area is known for.

And for these reasons and more, Laney is the place to be.....to **Dream. Flourish. Succeed!**

I look forward to seeing you on campus, and am personally grateful that you have made the decision to join the Laney College Eagle family!

In community,



Tammeil Y. Gilkerson, Ed.D.
Laney College President



Summer 2020 Class Schedule

Apply & Enroll at laney.edu

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The Department of Marketing, Communication and Public Relations, 333 East 8th St., Oakland, CA 94609

Published as a community service by Laney College and the Peralta Community College District.
Questions about this publication please email: publicinfo@laney.edu

IF YOU WISH TO RECEIVE THIS PUBLICATION IN AN ALTERNATIVE FORMAT, CALL PROGRAM & SERVICES FOR STUDENTS WITH DISABILITIES (DSPS)



The Peralta Colleges are smoke free zones



Berkeley City College

2050 Center Street
Berkeley, CA 94704 · (510) 981-2800
Admissions & Records (510) 981-2805
Counseling (510) 981-5036
Financial Aid (510) 981-2807
www.berkeleycitycollege.edu

Hours:

Monday - Friday

8:00 - 4:30 PM



College of Alameda

555 Ralph Apezatto Memorial Parkway
Alameda, CA 94501 · (510) 522-7221
Admissions & Records (510) 748-2228
Counseling (510) 748-2209
Financial Aid (510) 748-2391
www.alameda.peralta.edu

Hours:

Monday - Friday

8:00 - 4:30 PM



Laney College

900 Fallon Street
Oakland, CA 94607 · (510) 834-5740
Admissions & Records (510) 464-3121
Counseling (510) 464-3152
Financial Aid (510) 464-3414
www.laney.edu

Hours:

Monday - Friday

8:00 - 4:30 PM



Merritt College

12500 Campus Drive
Oakland, CA 94619 · (510) 531-4911
Admissions & Records (510) 436-2487
Counseling (510) 436-2475
Financial Aid (510) 436-2467
www.merritt.edu

Hours:

Monday - Friday

8:00 - 4:30 PM



Peralta Community College District

333 East 8th Street
Oakland, CA 94606 · (510) 466-7200
District Admissions & Records Office (510) 466-7368
www.peralta.edu

Hours:

Monday - Friday

8:00 - 4:30 PM

Board of Trustees

Julina Bonilla, President
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Academic Calendar

SUMMER SEMESTER*



June 15	M	Day and Evening Instruction Begins
June 14	Su	Last Day to for Waitlist
June 22	M	Last Day to Add Classes
June 17	W	Last Day to Drop Classes and Receive A Refund
June 24	M	Last Day to Drop Without a Grade of “W” on Transcript
June 22	M	Last Day to Submit Census Roster/Instructors Verify Enrollment
July 3	F	Independence Day – Holiday Observance
May 24	Su	Last Day to File for PASS/NO PASS Grading Option
July 23	Th	Summer Session Ends

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



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. **The last day to add regular session classes is February 2, 2020.**

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. Students will be charged for classes not dropped by **February 2, 2020** (the last day to drop regular session classes and receive a refund). However, instructors may drop students for non attendance during the first week of classes.

PASS/NO PASS Option

Step 1: Check the college catalog to see if your class is eligible for P/NP grading.

Step 2: Go to your Passport Student Center to select the P/NP on or before **February 7** for regular session classes

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, **and**
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, **and**
3. Must register as an entering student at, or current enrollment at, an accredited institution of higher education in California, **and**
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 Students

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 11 units) concurrently enrolled high school students are subject to pay tuition fees and all other fees.

Military Residence 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.

AB705

See flyer on next page

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.



GRADUATE & TRANSFER FASTER THAN EVER WITH **AB705**



It's a **NEW DAY**, there's a **NEW WAY** for you to graduate and transfer faster than ever before. See a counselor for more information and visit www.peralta.edu/academicaffairs/ab705atpccd for a full description of the new California state law called AB 705.

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.





Apply & Enroll

iEnroll@Laney Steps for Student Success

1



Apply Online for Admission and Financial Aid

For Admissions

- Complete application at web.peralta.edu/admissions/
- Check your email for the 8-digit student ID number and password.

For Financial Aid

- Go to Laney.edu/financial_aid for information on applying for financial aid.
- Or, fill-out your FAFSA directly at fafsa.ed.gov. For the California Dream Act application, visit dream.csac.ca.gov. Laney's school code is **001266**.



UNDOCUMENTED STUDENTS SUPPORT

Non-US citizens and/or non-residents may be eligible for in-state tuition as well as some financial aid through the California Dream Act. To learn more, visit Laney.edu/AB540

For assistance with applications or other information, visit the Welcome Center or Financial Aid Office.

Welcome Center
Building A, Room 101
(510) 464-3540
Laney.edu/welcome_center

Financial Aid Office
Building A, Room 201
(510) 464-3414
Laney.edu/financial_aid

2



Complete the Online Orientation

- Go to studentpathway.com/peralta/laney
- Print or save the Certificate of Completion and submit it to the Assessment Center.
- ESOL students need to schedule an appointment for ESOL Orientation & Placement.

3



Explore Your Academic & Career Interests

It takes 5 minutes to explore programs and careers that interest you.

- Go to Laney.edu/explore
- Sign up or create an account. If asked, Laney's access code is: **laneycollege-students18**
- Take the SuperStrong Interest Assessment and follow the instructions.

4



Complete Assessment for Placement

Bring a copy of your high school or college transcript to help identify an accurate placement of your English and/or Math courses.

Schedule an Appointment for ESOL Orientation & Placement

Online: Laney.edu/Assessment_center
Phone: (510) 464-3259
Email: laneyassessment@peralta.edu

5



See a Counselor

Complete your Educational Plan in the Counseling Department and get your enrollment hold removed.

Schedule an Appointment:

Online: Laney.edu/counseling

Phone: (510) 464-3152

Walk-in: Check online for the most up-to-date drop-in hours. Counseling is located on the 3rd floor of the Tower Building.

6



Enroll in Classes

Once you have completed Orientation, Assessment, and created an Educational Plan, you are ready to enroll in classes!

To enroll, go to passport2.peralta.edu or visit the Welcome Center.

7



Pay Your Fees

Go to passport2.peralta.edu or visit the Cashier's Office in Building A, Room 201.

Please note that to avoid your classes from being dropped, pay fees within two weeks after the semester starts.

8



Student Identification Card

Bring a valid picture ID and your current class schedule as proof of enrollment to the Welcome Center to get your student ID card.



Laney.edu
Dream. Flourish. Succeed.

COMMON ENROLLMENT ISSUES



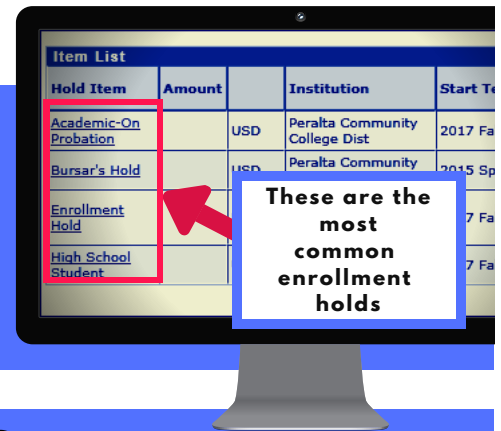
HOLDS

STEPS TO CHECK HOLDS

- Go to your "Student Center"
- Review the "Holds Section" on the right side of the student center page.
- Click on the "details" link in the holds section to review how to clear the hold.



Holds Section



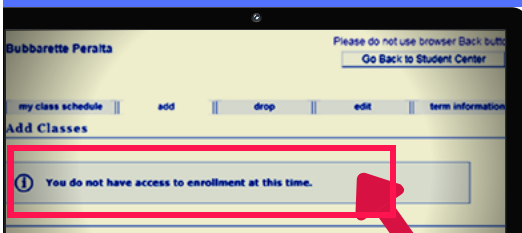
These are the most common enrollment holds

ERROR MESSAGES

STEPS TO REMEDY ENROLLMENT ERROR MESSAGES

1. CHECK ENROLLMENT APPOINTMENT DATE

- Review the "Enrollment Dates" section on the right side of your student center.
- If you have been assigned an enrollment appointment, a specific date will appear in this section. You may enroll beginning on this date.
- If you only see "Open Enrollment Dates," this means you have not been assigned an enrollment appointment. You may enroll once open enrollment begins. Click the link to review open enrollment dates.



Enrollment Error Message

- This error message indicates either:
1. Enrollment appointment has not yet started OR
 2. Discontinued Status



Enrollment Dates Section

2. DISCONTINUED STATUS

Discontinued Status means you have not attended one of the Peralta Colleges within the last two main semesters and you will need to submit a new **OpenCCC/CCCApply** application to enroll in classes.

<http://web.peralta.edu/admissions/apply/>

OpenCCC/CCCApply Application Issues:

If you submitted a new application more than 48 hours ago and still receive enrollment error messages, contact reset@peralta.edu (include your full name, OpenCCC/CCCApply confirmation number, and if applicable, your student ID)



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. Additionally a \$2 per semester, per campus Campus Center Use 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.

AC Transit EasyPass Fee

All students enrolled in 6 or more units are required to pay an AC Transit EasyPass fee of \$42.29 per semester. This fee will be collected at the time of enrollment. With EasyPass, you can ride all AC Transit bus lines, including local and Transbay service, at all times. Plus, you save over 94% off the local rate and 96% off Transbay service. **Please note: This fee is non-refundable unless you drop below 6 units on or before the last day to drop regular session credit classes and receive a refund or if you have a documented medical/disability that precludes you from using this service. (Document required)**

Student Representation Fee

Under Education Code §76060.5, each college Student Body within Peralta CCD elected to establish a Student Representation Fee of \$2 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 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.

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

FEE TYPE	AMOUNT	REQUIRED OF
California Community College Enrollment Fee	\$46 per semester unit	All students
Campus Center Use Fee	\$2 per semester, per campus	All students
Nonresident Tuition	\$258 per semester unit	Nonresident and Foreign students
Capital Outlay Fee	\$7 per semester unit	California Non Residents
AC Transit EasyPass Fee	\$42.29 per semester	All students with 6 or more units
Student Representation Fee	\$2 per semester, per campus	All students unless waiver is submitted
Health Fee	\$18 per semester	All students
International Health Insurance Fee	\$878.50 for Spring/Summer, \$606.85 for Fall; \$242.74 for Summer Only	Non Residents, Citizens of a Foreign Country

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 a day (exact change only) plus (new policy) student decal for enrolled/registered students. *Semester parking:* can be purchased for \$40 (\$10 for a motorcycle permit) and \$20 for summer session permit (\$5 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 per copy for regular service, mailed within 7-10 business days and \$12 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 <http://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.

- Berkeley City College: (510) 981-2807
- College of Alameda: (510) 748-2391
- Laney College: (510) 464-3414
- Merritt College: (510) 436-2465

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 are required to pay at least the first \$25 of their enrollment fee or non-resident tuition and complete an installment payment plan prior to enrollment in classes. The payment plan will be interest free. The 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 penalties described in Board Policy 5035 (Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have grades, transcripts, diplomas, and registration privileges withheld until such time as the obligation is satisfied.) Please contact paymentplan@peralta.edu or (510) 466-7372 for more information.

Information and classes are subject to change, please see online schedule for the latest information. During a district-declared emergency the mode of class instruction may change. See our website: <https://passport2.peralta.edu/>

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, file an Application for Refund Request form at the Cashier's Office on campus.

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 cancelled 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.

Refund Procedures for AC Transit EasyPass

This fee is non-refundable unless you drop below 6 units on or before the last day to drop regular session classes and receive a refund.

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.

Information and classes are subject to change, please see online schedule for the latest information. During a district-declared emergency the mode of class instruction may change. See our website: <https://passport2.peralta.edu/>

Campus Administration



College President

Tammeil Y. Gilkerson, Ed.D.

(510) 464-3236
tgilkerson@peralta.edu

Vice President of Administrative Services

Derek Pinto, Ed.D.

(510) 464-3232
dpinto@peralta.edu

Vice President of Instruction

Rudy Besikof, Ed.D.

510-986-6908
rbesikof@peralta.edu

Vice President of Student Services/ Title IX Coordinator

Vicki Ferguson

(510) 464-3214
vferguson@peralta.edu

Dean of Career & Technical Education

Peter Crabtree

(510) 464-3218
pcrabtree@peralta.edu

Dean of Enrollment Services

Mildred Lewis, Ed.D.

(510) 464-3413
mildredlewis@peralta.edu

Dean of Humanities & Social Sciences

Mark Fields, Ed.D.

(510) 464-3168
markfields@peralta.edu

Dean of Liberal Arts

Beth Maher

(510) 464-3221
emaher@peralta.edu

Dean of Mathematics & Sciences

Denise Richardson

(510) 464-3224

Dean of Student Services

JP Schumacher

(510) 464-3393
jschumacher@peralta.edu

Associate Dean of Educational Success

Diane Wu Chang

(510) 464-3294
dtchang@peralta.edu



Main Number: (510) 834-5740

Paratransit Accessibility/Reimbursement



The Peralta Colleges now extend the transportation reimbursement program to all Peralta College students who rely on PARATRANSIT to get to and from school and school related events.



Here are important details:



Students must be enrolled in 6 or more units in the semester they seek the reimbursement.

Instructions for obtaining a Paratransit Reimbursement can be found here:

<https://web.peralta.edu/student-services/paratransit-accessibility-and-reimbursement/>

RECOMMEND LANEY

Tell a friend about Laney College!
They can request information about our programs online at:



Follow @LaneyCollege on Social Media!





GED Classes

Where: **Laney College, Rm. A140**

With: **Instructor Hisa Streim**

Contact: **510-273-2310** hisa.streim@ousd.org

Register in Class

When: STARTING MONDAY, AUGUST 10

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
9am-12pm	9am-12pm	9am-12pm	9am-12pm	9am-12pm
-----	-----	12:30-3:30pm	-----	-----
-----	5:30-8:30pm	-----	5:30-8:30pm	-----



Adult Education Program





Puente Program 2020-2021

The Laney Puente Program supports students transfer to four-year colleges and universities. We combine accelerated instruction, intensive academic counseling, mentoring, and community leadership opportunities.

Where: Latinx Cultural Center, Eagle Village 3

ATTEND
EDUCATIONAL
FIELD-TRIPS

4-YEAR YEAR
COLLEGE VISITS

Puente Fall 2020 Course Sequence:

- Counseling 30 - 3 Units
- English 1A- 4 Units
- English 508 - 0 Units

The Puente Model



Contact Information:

Laura Gomez-Contreras
Counselor/Coordinator
Phone: (510) 986-6902
lgomezcontreras@peralta.edu

Website: <http://laney.edu/puente>



LATIN X
CULTURAL CENTER





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 Community Colleges Promise Grant
- 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 Non-Citizen 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

REQUIRED APPLICATION FORM

- Free Application for Federal Student Aid (FAFSA) - www.fasfa.ed.gov
- California Dream Application (for eligible AB 540 students) - www.dream.csac.ca.gov

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
- Drivers 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 COMMUNICATION

To better serve you in a timely and efficient manner, all communication from the Financial Aid Office will be sent to your Peralta email account. The Peralta Student Email system is available to all students enrolled at the Peralta Community Colleges.

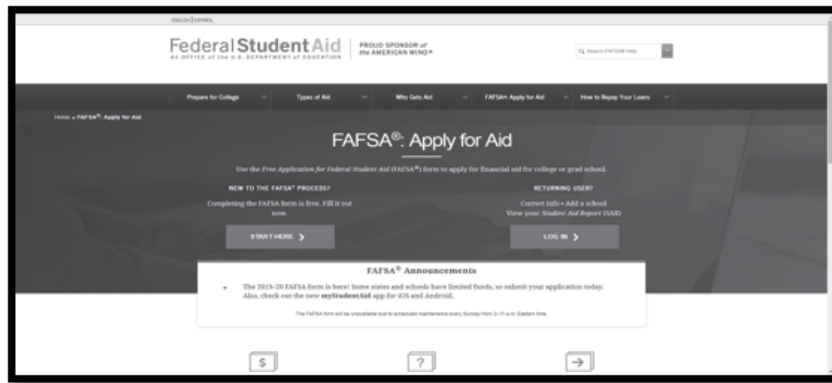
If you have any login issues, please send your help request to the Peralta Student Email Help Desk at helpdesk@cc.peralta.edu. Please include your first name, last name, Student ID Number and Peralta PASSPORT User ID in your request.



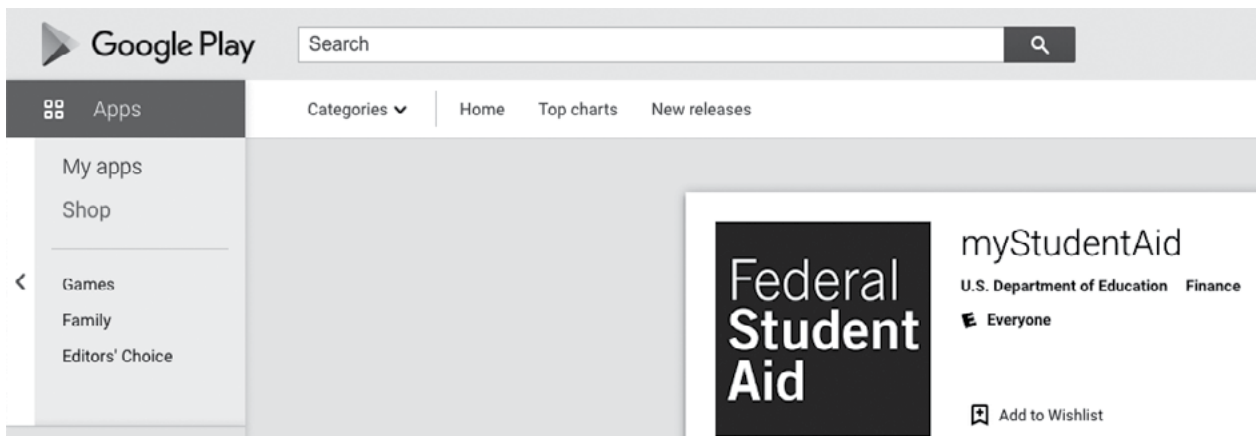
Check your Financial Aid on your Peralta Passport account

How to apply for Financial Aid

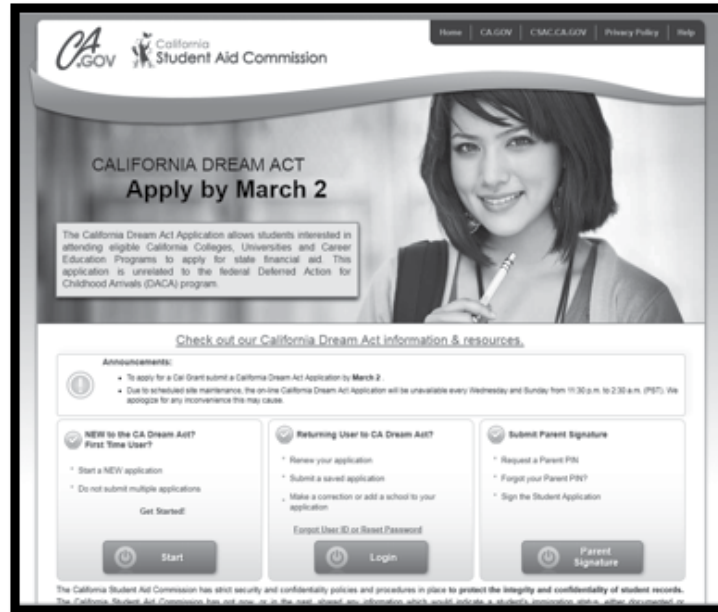
Apply for Federal Student Aid at <https://fafsa.gov>



Or download the 'MyStudentAid' app to complete the FAFSA



Apply for State Student Aid at <https://dream.csac.ca.gov>

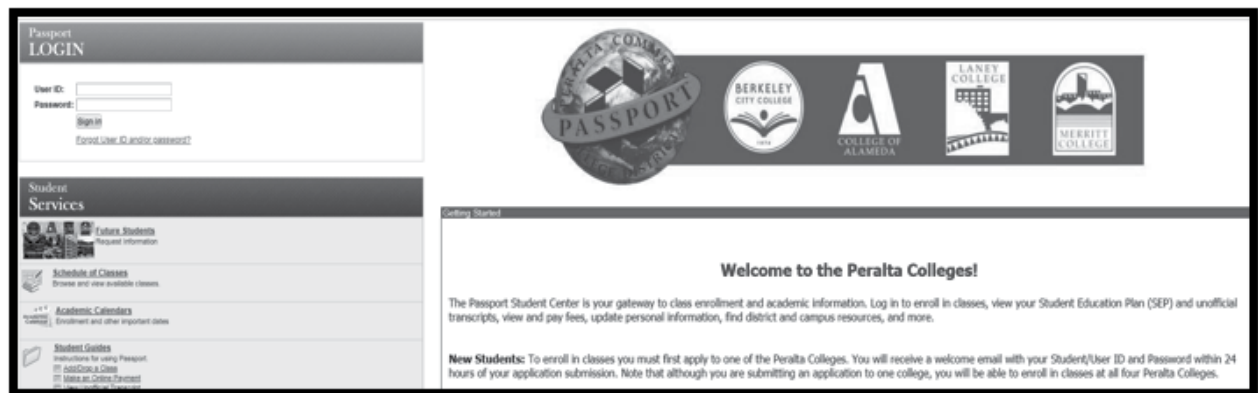


Allow up to 5 business days for us to receive your **FAFSA** or **Dream Act** application. Don't forget to add our school codes:

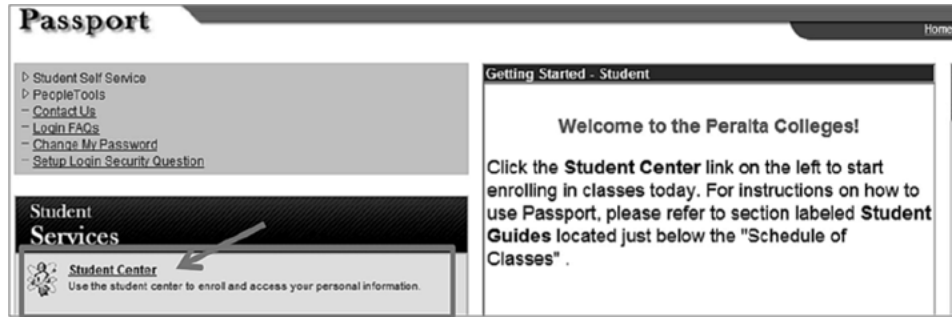
Berkeley City College (014311), College of Alameda (006720), Laney College (001266) and Merritt College (001267)

Check your Financial Aid Status on your Peralta Passport account

STEP 1: Login to your Passport Account



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:

The screenshot shows a "To Do List" on the right side of the Student Center page. The list contains three items: "Citizenship Status", "V1 Verification Wrksht", and "2014-2015 SAP Appeal". An arrow points from the "V1 Verification Wrksht" item to a detailed view of the task on the left. The detailed view is titled "V1 Verification Wrksht" and contains the following information:

Aid Year:	2015
Contact	
Academic Institution:	Peralta Community College Dist
Administrative Function:	Financial Aid
Due Date:	06/11/2014
Contact:	FA BATCH
Description	
Complete and return the 2014-2015 Form 1 Verification Worksheet. This form can be found on the Peralta Financial Aid Web site at http://web.peralta.edu/financial-aid/documents/2014-2015/ in the Financial Aid Documents and Forms section, in the 2014-2015 hyperlink. This document is required if you are interested in receiving financial aid for the Fall 2014, Spring 2015, or Summer 2015 term.	

STEP 4: Review your Financial Aid Award Summary and Cost of Attendance

Click on the View Financial Aid link to review your Award Summary for award details and Financial Aid Summary for cost of attendance. Initial awards are based upon full-time enrollment. Awards are subject to revision based upon student enrollment and satisfactory academic progress status.

▼ Finances

My Account
[Account Inquiry](#)
[Payment Profile](#)

Financial Aid
[View Financial Aid](#) →
[Accept/Decline Awards](#)

other financial... ▼

ⓘ You have no outstanding charges at this time.

Financial Aid

Award Summary

Federal Aid Year 2018 - 2019

Select the term hyperlinks below to see more detailed information.

Aid Year			
Award Description	Category	Offered	Accepted
Calif. College Promise Grant	Waiver	1,104.00	1,104.00
Federal Pell Grant - Berkeley	Grant	6,095.00	6,095.00
Federal SEOG - Berkeley	Grant		
Federal Work Study - Berkeley	Work/		
Cal Grant B - Berkeley	Grant		
EOPS Grant - Berkeley	Grant		
Student Success CompGrant-BCC	Grant		
Aid Year Totals			

Currency used is US Dollar.

[Financial Aid Summary](#) →

Financial Aid

Financial Aid Summary

Federal Aid Year 2018 - 2019

The information below is a calculation of your estimated need.

Estimated Financial Aid Budget	23,252.00
Expected Family Contribution	0.00 *
Estimated Need	23,252.00
Total Aid	20,533.79 *
Remaining Need	2,718.21

Currency used is US Dollar.
 This is your financial aid eligibility based on your estimated financial aid (budget) costs, family contribution, and estimated need for this aid year.

The Financial Aid Summary reflects your estimated Cost of Attendance.

Your family contribution, dependency status, and enrollment status determine your Financial Aid Budget.

This is not your award summary!



Financial Aid is now available to AB 540 students
The California Dream Act

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?

AB 540 allows non-resident students who meet certain qualifications to exempt from paying non-resident enrollment fees. These students may include undocumented students, students who are US citizens but who are not CA residents, and dependent students whose parents are not CA residents. AB 540 students are those who:

- Have attended a CA high school for a minimum of three years; or
- Attainment of credits in California from a California high school equivalent of at least three or more years of full-time high school coursework and a total of three or more years of attendance in California Elementary schools, California secondary schools, or a combination of those schools.
- Graduated or will graduate from a California high school or attainment of General Education Development (GED), High School Equivalency Test (HiSET), or Test Assessing Secondary Completion (TASC), and
- Will register or enroll in an accredited and qualifying California college or university

AND

- If required, complete an affidavit saying you have filed (or will file when you are eligible to do so) for legal immigration status.

What My Next Step?

- If you are an AB540 eligible, visit <https://dream.csac.ca.gov/> to apply for financial aid.
- For Cal Grant eligible: Your college GPA verification form needs to submit to California Student Aid Commission (CSAC) by March 2. For more information on GPA requirements, visit <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.



California College Promise Grant

CALIFORNIA COMMUNITY COLLEGES

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.

There are many ways to qualify for a California College Promise Grant check out the three methods below and submit the acceptable documentation, it requires 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 Adjutant General's Office.

CONGRESSIONAL MEDAL OF HONOR RECIPIENT DEPENDENT OF SEPTEMBER 11, 2001 VICTIM DEPENDENT OF 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.

Fill out your FAFSA at www.fafsa.gov to see if you qualify for method B or C.

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 2016 U.S. Income Tax Return. **You are required to provide documentation if it is requested.**

INCOME CEILINGS FOR CALIFORNIA COLLEGE PROMISE GRANT

METHODS OF QUALIFICATION

Number in Household (including yourself)	Total Family Income (adjusted gross income and/or untaxed income)	
	2018 Tax Year (Sum 2020-Spr 2021)	2017 Tax Year (Sum 2019-Spr 2020)
1	\$18,735	\$18,210
2	\$25,365	\$24,690
3	\$31,995	\$31,170
4	\$38,625	\$37,650
5	\$45,255	\$44,130
6	\$51,885	\$50,610
7	\$58,515	\$57,090
8	\$65,145	\$63,570
Each additional family member	add \$6,630	add \$6,480

<https://icanaffordcollege.com/>

METHOD C

(Available only by filing 2019-2020 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 \$1,104 for 2019-2020.

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



FREQUENTLY ASKED QUESTIONS

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 September 2, 2020. 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 <http://web.peralta.edu/financial-aid/sap/>



Financial Aid

FREQUENTLY ASKED QUESTIONS

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 Passport account. If there are any remaining funds that exceed these charges on your Passport account at the time of disbursement, you will receive a refund of the excess amount which you may use to pay other educationally related expenses.

The Peralta Community College District partners with Bank Mobile®, a financial services company which provides refund methods for students to receive financial aid disbursements. Students who have completed a FAFSA or Dream Act Application and enrolled in courses will be sent a Bank Mobile® personal code to their mailing address. Student must activate the code and choose a refund method of their choice - opening an account with Bank Mobile or an ACH transfer into a bank account of their choice. Failure to activate your Bank Mobile account and choose a refund method may result in possible delays in 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

Laney College

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

College of Alameda

555 Ralph Appezato Memorial Parkway
Alameda, CA 94501
A Building, Welcome Center
510.748.2391
coafinancialaid@peralta.edu

Merritt College

12500 Campus Drive
Oakland, CA 94619
Building R, Room R113
510.436.2465
merfinaid@peralta.edu

International Students



OFFICE OF INTERNATIONAL EDUCATION

333 EAST 8TH STREET,
OAKLAND, CA 94606

(510) 466-7380

FAX (510) 465-3257

INTERNATIONAL@PERALTA.EDU

[HTTPS://WEB.PERALTA.EDU/INTERNATIONAL](https://web.peralta.edu/international)

SERVICES

- > International Student Admissions Process
- > Immigration Issues
- > Academic/Personal Counseling and Advising
- > Mandatory New Student Orientation
- > Housing
- > Activities/Trips
- > CONNECT Mentorship Program
- > Health, Medical and Safety Issues
- > Tax Workshops
- > Tuition Issues
- > Assistance with Social Security and Department of Motor Vehicles (DMV)
- > Employment
- > International Student Clubs

STUDY ABROAD PROGRAMS

Now available for international and domestic students

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

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

STEPS TO APPLY

1 Obtain a Peralta Student ID

- Visit <https://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 through the OpenCCC website (an online service of California Community Colleges)
- Select Start an International Application and follow the steps to obtain a Peralta Student ID

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 within the Admissions email
- Wait for at least 2 business days and use this information to log in to your Peralta Email Account

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

3 Submit 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

***if you do not receive your International Student User ID and Temporary Password to the Global Peralta System (GPS), email international@peralta.edu*

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

IMPORTANT INFORMATION

- > International students are required to maintain a minimum of 12 units each semester (except summer)
- > Mandatory Orientation is required for all new students
- > International students must inform our office of change of address, change of status, or departure/transfer out
- > If you are planning on leaving the country for any reason, please contact our office before doing so
- > You are encouraged to apply early to ensure class enrollment
- > Students on other Visas (B-1, J-1, etc...) may need to contact Office of International Education to complete enrollment process

> All International Students are required to purchase the mandatory Peralta International health insurance plan through GeoBlue.

Come see us so we can answer any questions you may have!

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

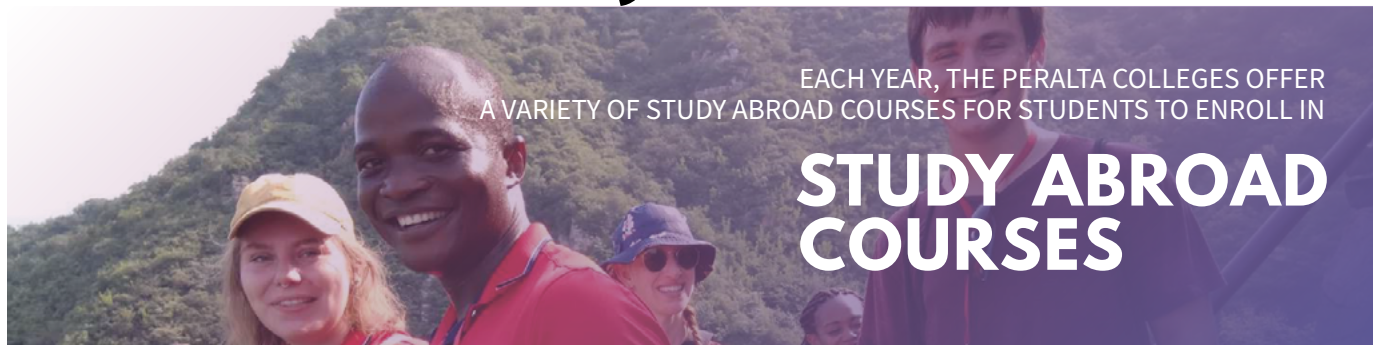
 LIKE US on Facebook
[@peraltainternational](https://www.facebook.com/peraltainternational)

 FOLLOW US on Instagram
[@PeraltaIntl](https://www.instagram.com/PeraltaIntl)

 FOLLOW US on Twitter
[@PeraltaIntl](https://www.twitter.com/PeraltaIntl)

*** Given the global outbreak of novel coronavirus (COVID-19), the Peralta Community College District is cancelling/postponing all Study Abroad programs for 2020. Please check the study abroad website for more details on our 2021 programs we are planning to offer. Also, please visit <https://web.peralta.edu/health-services/coronavirus/> for the latest updates on all PCCD classes and operations affected by COVID-19.**

Study Abroad



PROGRAMS 2020 or later

For more information, please visit: <http://web.peralta.edu/international/study-abroad> or contact Drew Gephart, International Services Manager, at dgephart@peralta.edu

African Heritage
PERU (Laney College)

Anthropology
GREECE (Merritt College)

Arabic
EGYPT (Berkeley City College)

Art History
GERMANY (College of Alameda)

Business
JAPAN (Merritt College)

Cosmetology
LONDON (Laney College)

Critical Thinking
BELIZE (Merritt College)

Dance (Laney College)
GHANA/TANZANIA/ETHIOPIA

Economics (College of Alameda)
FRANCE/GERMANY

Financial Accounting
MOROCCO (College of Alameda)

Social Justice
CUBA/BARBADOS
(PCCD Office of Academic Affairs)

*** Given the global outbreak of novel coronavirus (COVID-19), the Peralta Community College District is cancelling/postponing * all Study Abroad programs for 2020. Please check the study abroad website for more details on our 2021 programs we are planning to offer. Also, please visit <https://web.peralta.edu/health-services/coronavirus/> for the latest updates on all PCCD classes and operations affected by COVID-19.**

**All Programs Subject to Change and Approval by College Departments.*

TO SIGN UP FOR MORE INFORMATION ABOUT SPECIFIC PROGRAMS, PLEASE FILL OUT OUR STUDY ABROAD PRE-TRAVEL INFORMATION FORM AT [HTTPS://WEB.PERALTA.EDU/INTERNATIONAL/STUDYABROADAPPLICATION](https://web.peralta.edu/international/studyabroadapplication)

Financial Aid

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 IV. 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.

Other Study Abroad Information/Resource

- > Critical Language Scholarship (CLS) Program
[HTTPS://WWW.CLSCHOLARSHIP.ORG/](https://www.clscholarship.org/)
- > GuilmanScholarship Program
[HTTPS://WWW.IIE.ORG/PROGRAMS/GILMAN-SCHOLARSHIP-PROGRAM](https://www.iie.org/programs/gilman-scholarship-program)
- > Peralta Colleges Foundation Scholarship
[HTTPS://WWW.PERALTAFOUNDATION.ORG/](https://www.peraltafoundation.org/)
- > GO Overseas
[HTTPS://WWW.GOOVERSEAS.COM/](https://www.goverseas.com/)
- > California Colleges for International Education
[HTTP://CCIEWORLD.ORG/](http://ccieworld.org/)

PAST SUMMER 2019 COURSES (8 programs, 110 students)

Arabic
EGYPT

Business
JAPAN • CHINA

Cosmetology
LONDON

Critical Thinking
BELIZE

Dance/Intercultural
Communication
GHANA

Social Justice
JAMAICA

Spanish/Nauatl
MEXICO

Do What You Love & Love What You Do

Check Out These Programs and Enroll Today!



Engineering

Are you interested in designing energy efficient cars? Improving public transportation? Mitigating climate change? Then there's likely an engineering major that is a good fit for you! Laney College offers lower division engineering major preparation courses, as well as the science and mathematics courses required for transfer to colleges and universities across the nation. Become an engineering major today!

Learn more at [Laney.edu/engineering/](https://laney.edu/engineering/)



Communications

Do you want to learn how to analyze media, think critically, speak in public confidently, formulate arguments, and deliver them effectively? Communication Studies may be the major for you, as we learn all about how we interact and understand each other and the world around us verbally, visually, and in writing. Learn all of these skills while earning an Associate of Arts Degree or Transfer Degree to your local C.S.U or U.C.

Learn more at [Laney.edu/communications/](https://laney.edu/communications/)



Dance

Do you want to express yourself through dance composition and performance? Students who take classes in Dance will learn and apply its anatomical and kinesthetic structure, while developing an individualized choreographic voice. Areas of specialty include Choreography, Dance Production, Jazz Dance, Modern Dance, Haitian Folkloric Dance, and Dance History. Students majoring in Dance can earn an Associate in Arts Degree. Join us today!

Learn more at [Laney.edu/dance/](https://laney.edu/dance/)

Do What You Love & Love What You Do

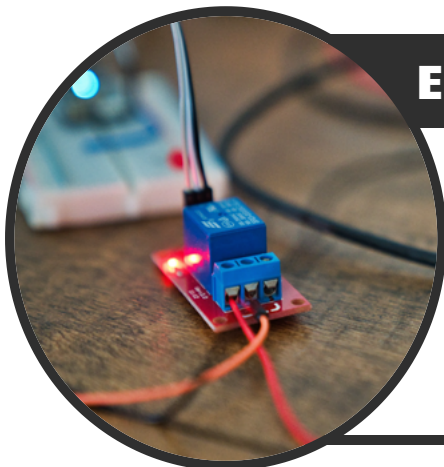
Check Out These Programs and Enroll Today!



Cosmetology

Are you interested in, designing renewable energy fueled cars, improving public transportation, or mitigating climate change? Then there's likely an engineering major that is a good fit for you! Laney College offers lower division engineering major preparation courses, as well as the science and mathematics courses required for transfer to colleges and universities across California and the U.S. Become an engineering major today!

Learn more at [Laney.edu/cosmetology/](https://laney.edu/cosmetology/)



Electrical & Electronics Technology

The Electrical and Electronics Technology (E/ET) Department at Laney College serves as a training center for students wanting to graduate into the various fields of Electrical Technology. The department has an established reputation as a quality educational provider that prepares students for a number of fields, while being responsive to students and industry. Enroll today to get started on your degree or certificate program!

Learn more at [Laney.edu/electricity_electronics/](https://laney.edu/electricity_electronics/)



Graphic Arts

Do you want to express yourself through dance composition and performance? Students who take classes in Dance will learn and apply its anatomical and kinesthetic structure, while developing an individualized choreographic voice. Areas of specialty include Choreography, Dance Production, Jazz Dance, Modern Dance, Haitian Folkloric Dance, and Dance History. Students majoring in Dance can earn an Associate in Arts Degree. Join us today!

Learn more at [Laney.edu/graphic_arts/](https://laney.edu/graphic_arts/)

Student Services

Admissions & Records and Welcome Center

- ☎ Welcome Center, Building A, Room A-101
(510) 464-3540
Monday & Thursday 8 a.m. to 4:30 p.m.
Wednesday & Tuesday 8 a.m. to 6:30 p.m.
Friday 8 a.m. to 4 p.m.
- 💻 Laney.edu/admission_records
- ✉ admissions@peralta.edu

Note: Refer to college website for information on extended office hours during peak enrollment.

Adult Transitions Program

- ☎ Building A, Room 270
(510) 464-3398
Monday - Friday 8:00 a.m. - 5:00 p.m.
- 💻 Laney.edu/adulttransitions
- ✉ Laney-AE@peralta.edu

Assessment Center

- ☎ Building A, Room A-101
(510) 464-3259
Monday & Thursday, 8:00 a.m. - 4:30 p.m.
Friday, 7:45 a.m. - 2:00 p.m.
- 💻 Laney.edu/assessment_center
- ✉ Laneyassessment@peralta.edu

Bookstore

- ☎ Student Center, First Floor (basement)
(510) 464-3514
Monday & Thursday, 7:45 a.m. - 6:00 p.m.
Tuesday & Wednesday, 7:45 a.m. - 6:00 p.m.
Friday, 7:45 a.m. - 4:00 p.m.
- 💻 Laney.edu/bookstore/
- ✉ Laney@bkstr.com

Career Services Center

- ☎ Tower Building, Room T-201
(510) 464-3352
Monday - Thursday, 9:00 a.m. - 5:30 p.m.
Friday by appointment only
- 💻 Laney.edu/career
- ✉ careercenter@peralta.edu

Eagle Hire Online Job Database

- 💻 laney-csm.symplicity.com/students

Cashier's Office

- ☎ Building A, Room A-201
(510) 464-3129
Monday - Friday, 8:00 a.m. - 4:00 p.m.
- 💻 Laney.edu/business_office/bursar
- Note:** Refer to college website for information on extended office ours during peak enrollment.

Child Care Center

- ☎ East 10th St. & 2nd Ave.
(510) 464-3574
Monday - Friday, 7:45 a.m. - 5:15 p.m.



Counseling

- ☎ Tower Building, Room T-301
(510) 464-3152 or 464-3154
Monday - Thursday, 8:00 a.m.- 7:00 p.m.
Friday, 8:00 a.m.- 12:00 p.m.
- 💻 Laney.edu/counseling/

Disabled Students Programs and Services (DSPS)

- ☎ Building E, Room E-251.
(510) 464-3428
Monday & Thursday, 9:00 a.m. - 4:00 p.m.
Friday, 9:00 a.m. - 3:00 p.m.
Closed for lunch form 12-1 p.m.
- 💻 Laney.edu/dsps

Student Services (Continued)



Extended Opportunity Programs and Services (EOPS)

CARE, Next Up Learning Community, CalWorks



Building A, Room A-106
(510) 464-3423
Monday & Thursday, 8:00 am. - 4:30 p.m.
Tuesday & Wednesday, 8:00 a.m. - 6:30 p.m.
Friday, 8 a.m. - 4 p.m.



Laney.edu/eops



laneycollegeeops@peralta.edu

Financial Aid



Building A, Room A-201
(510) 464-3414
Monday & Thursday, 8:00 am. - 4:30 p.m.
Tuesday & Wednesday, 8:00 a.m. - 6:30 p.m.
Friday, 8 a.m. - 12 p.m.



Laney.edu/financial_aid



Library/Learning Resources Center



(510) 464-3497
Monday - Thursday, 8 a.m. - 8 p.m.
Friday, 8 a.m. - 6 p.m.
Saturday, 9 a.m. - 2 p.m.



Laney.edu/library



Mental Health Counseling



Student Center, SC-414
(510) 464-3535
Monday - Thursday, 8:30 am. - 4:30 p.m.

Photo I.D.



(510) 464-3540
Monday & Thursday, 8:00 am. - 4:15 p.m.
Tuesday & Wednesday, 8:00 a.m. - 6:15 p.m.
Friday, 8:00 a.m. - 3:45 p.m.



Transfer Center



Tower Building, Room T-201
(510) 464-3135
Monday - Friday, 8 a.m. - 4:30 p.m.



Laney.edu/transfer



Student Activities & Campus Life



Student Center, Room SC-413
(510) 464-3188
Monday - Friday 9 a.m. - 5 p.m.



Laney.edu/studentactivities



Tutoring



Laney.edu/tutoring.

Tutoring at Laney College is offered in three main strategically-located centers on campus:

1 James Oliver Community Writing Center

Tutoring in English and English for Speakers of Other Languages (ESOL)



Building B, Room B258
(510) 464-3426
Monday-Thursday, 9 a.m. - 8 p.m.
Friday 9 a.m. - 3 p.m.

2 Math Lab



Building G, G201
(510) 464-3448
Monday - Thursday, 10 a.m. - 7 p.m.
Friday closed

3 Tutoring Resource Center

Eagle Village (EV1)

Monday - Thursday, 12 p.m. - 6 p.m.

Subjects include: Chemistry, Physics, Chinese, French, and Spanish. Biology tutoring is available in the Bio Lab (B202)



Veterans Affairs Office

Building E, Room E-260

(510) 986-6994

Monday - Thursday, 8:30 a.m. - 4:30 p.m.

Friday, 9:00 a.m. - 12:00 p.m.



Laney.edu/veteran_affairs

Appointments available by request for evening students



Wellness Center

Wellness Center I



Tower Building, T-250
(510) 464-3332

Monday - Thursday, 9 a.m. to 5:30 p.m.

Closed Fridays



Wellness Center II

Student Center, 4th Floor, Room SC-410
(510) 464-3134

Monday - Thursday, 8:30 a.m. - 4 p.m.

(Closed for lunch from 1 - 2 p.m.)

Laney.edu/health_center/



Workability

Building E, Room E-260.

(510) 464-3572

Monday & Wednesday, 9:00 am. - 4:30 p.m.

Tuesday & Thursday, 9:00 a.m. - 7:00 p.m.

Friday, 9 a.m. - 12 p.m.

(Tues. & Thur. services after 4:30pm by appointment only)

DEGREES & CERTIFICATES



ASSOCIATE DEGREES FOR TRANSFER: ADT/AA-T/AS-T:

1. Anthropology
2. Business Administration
3. Communication Studies
4. English
5. Global Studies
6. Journalism
7. Kinesiology
8. Mathematics
9. Music
10. Philosophy
11. Political Science
12. Psychology
13. Sociology
14. Studio Arts
15. Theater Arts

Associate in Arts (AA) degree, Associate in Arts for Transfer (AA-T) degree, Associate in Science (AS) degree, Associate in Science for Transfer (AS-T) degree, Certificates of Achievement (CA) and Certificates of Proficiency (CP).

African-American Studies	AA
Social Justice African American Studies	AA-T
Anthropology	AA-T
Architecture	CA, AS
Art	
Ceramics	AA
Studio Arts	AA-T
Asian and Asian-American Studies	AA
Biological Sciences	
Biomanufacturing	CA
Biomanufacturing Production	AS
Biomanufacturing Skills	CP
Business	
Accounting	CA, AS
Banking and Finance	CA, AS
Bookkeeping	CA
Business Administration	CA, AA, AS-T
Business Information Systems	CA, AS
Entrepreneurship	CA
Management & Supervision	CA, AS
Marketing & Sales	CA, AS
Retail Management	CA
Carpentry	CA, AS
Advanced Carpentry	CA
High Performance Building	CP
Communication Studies	AA-T
Computer Information Systems	
Android Programming	CA
Computer Information Sciences	AS
CIS/Computer Programming	AS
Computer Programming with C++	CA
Computer Programming with Java	CA
Computer Systems Analysis	CA
Database Management with SQL	CA
iOS Programming	CA
Construction Management	
CA Green & Sustainable Building Standards	
Building Codes & Inspections	CP
Construction Management	CA, AS
Cosmetology	CA, AS
Culinary Arts	
Baking & Pastry	CA, AS
Restaurant Management	CA, AS
Dance	AA
Economics	AA-T
Electricity/Electronics Technology	
Electrical Technology	CA, AS
Residential Automated Cloud Based	CA
Robotics & Mechatronics Controls	CA
Solar Photovoltaic Professionals	CA
Engineering	
Biomedical Engineering Technology	CA
English	AA-T
English for Speakers of Other Language (ESOL)	
Advanced	CP
Intermediate	CP
High Intermediate	CP

Environmental Control Technology	
Building Automation Systems	CA, AS
Commercial HVAC Systems	CA, AS
Refrigeration Technology	CP
Residential and Light Commercial HVAC & Refrigeration	CA, AS
Ethnic Studies	
Community Change Studies	CP
Ethnic Studies	AA
Geography	AA, T
Graphic Arts	
Applied Graphic Design/Digital Imaging	CA, AA
Graphics in Motion	CP
History	AA-T
Humanities	AA
Journalism	AA, AA-T
Kinesiology	AA-T
Personal Trainer -Prep Certification	CP
Labor Studies	CA
Language Arts	AA
Legal and Community Interpreting	CA
Liberal Arts: IGETC	CA
Liberal Arts: CSUGE Breadth	CA
Machine Technology	
Industrial Maintenance Technology	CA
Machine Technology	CA, AS
Mathematics	AS, AS-T
Media Communication	
AR/VR Immersive Design	CA
Audio Visual Technology	CA
Performance & Production for Video, Broadcast, and Digital Cinematography	CA, AA
Mexican and Latin-American Studies	AA
Chicano/a Latino/a Studies	AA
Social Justice Studies: Chicana Latinx Studies	AA-T
Music	AA, AA-T
Jazz	CA,
Music Industry Studies	CA, AA
Music Theory	CA
Musicianship & Performance	CA
Philosophy	AA-T
Photography	CA, AA
Dark Room Photography	CP
Political Science	AA-T
Physics	AS-T
Psychology	AA-T
Science	AS
Social Sciences	AA
Global Studies	AA-T
Sociology	AA-T
Spanish	AA-T
Theatre Arts	AA, AA-T
Welding Technology	CA, AS
Wood Technology	CA, AS

Get Hands-on Learning Experience!

Architecture

The curriculum provides necessary skills for employment in the design and construction fields. Students may prepare for positions as CAD drafters, surveyor aides, office managers, and other occupations in public and private sector architecture and building-related offices.

Visit Architecture online at [Laney.edu/architecture/](https://laney.edu/architecture/).



Wood Technology

The Wood Technology curriculum offers instruction in woodworking for career-oriented students, and includes access to one of the best-equipped shops in Northern California. Employment-oriented students are assisted in finding work making custom furniture, kitchen cabinets, commercial fixtures, architectural millwork, and a wide variety of other wood products.

Visit Wood Technology online at [Laney.edu/woodtechnology/](https://laney.edu/woodtechnology/).



Environmental Control Technology

Environmental Control Technology is a technical program offering the theoretical, technical, and problem-solving skills essential for employment in the heating, ventilation, air conditioning, and refrigeration industry.

Visit Environmental Control Technology online at [Laney.edu/ect/](https://laney.edu/ect/).



Industrial Maintenance

The program prepares students for employment as a machinist apprentice, machinist, maintenance machinist, and CNC operator and/or programmer.

Visit Industrial Maintenance online at [Laney.edu/industrialmaintenance/](https://laney.edu/industrialmaintenance/).



Summer 2020 Course Listings

Apply now at: [Peralta.edu](https://peralta.edu)

PLEASE NOTE: Classes are subject to change, see online schedule for the latest information.

Visit us at

📍 [Laney.edu/Classes](https://laney.edu/Classes)

Evening & weekend courses are shaded in gray

You are required to attend the first class meeting to confirm your enrollment in a course. Students who do not attend the first meeting may be dropped from the class

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

***A single asterisk** means that the course is acceptable for transfer credit to a California State University (CSU) only.

All Courses Are Online Only

SUMMER 2020

**Enroll On-line
Now**
Peralta.edu



PLEASE NOTE:

***Classes subject to change, please see online schedule
for the latest information: <https://pa.peralta.edu/>***



***All courses are online only until shelter in place orders are lifted due to COVID-19 pandemic**

Steps to Locate Classes & Enroll

Go to <https://pa.peralta.edu>
Click **Schedule of Classes**

Enter search criteria below
for full list of classes

Passport
LOGIN

User ID:
Password:
[Sign In](#)
[Forgot User ID and/or password?](#)

Student Services

- Future Students**
Request Information
- Schedule of Classes**
Browse and view available classes.
- Academic Calendars**
Enrollment and other important dates
- Student Guides**
Instructions for using Passport.
 - [Add/Drop a Class](#)
 - [Make an Online Payment](#)
 - [View Unofficial Transcript](#)
 - [Check Financial Aid Status](#)
 - [View/Print Student Ed Plan SEP](#)
- Online Classes**
Access Canvas platform
- Student Email Link**
Please click this link to get to your email.
- Register to Vote**
Stop waiting and become part of the community. Register to vote today!

Passport

! Important note: During a district-declared emergency, the mode of class instruction may change to a remote.

Search for Classes
Enter Search Criteria

Search for Classes

Campuses: Alameda Laney Merritt Berkeley All

Select Term : 2020 Summer

Select at least 2 search criteria. Select Search to view your search results.

Class Search

Subject:

Course Number: is exactly

All Fee-Based Noncredit Undergraduate

Show Open Classes Only
 Open Entry/Exit Classes Only

Session:

Mode of Instruction:

Course Attribute:

Course Attribute Value:

Additional Search Criteria

Full list of classes will appear

Or customize your searches by
choosing specific items from
drop down menus

Passport

Search for Classes

Search Results

Peralta Community College Dist | 2020 Summer

The following classes match your search criteria Course Career: **Undergraduate**, Show Open Classes
Only: **No**, Campus: **Laney College**

231 class section(s) found

AFRIM 26 - AFRICAN AMERICAN CULTURE: BLACK MUSIC, ART, AND LITERATURE						
Class/Section	Days & Times	Room	Instructor	Meeting Dates	Status	
20458 LL-LEC Request	TBA	L-ONLINE	Erica Williams	06/15/2020 - 07/23/2020	●	

AFRIM 31 - AFRICAN-AMERICAN HISTORY: 1865 TO 1945						
Class/Section	Days & Times	Room	Instructor	Meeting Dates	Status	
20563 LL-LEC Request	TBA	L-ONLINE	Bobby Sears	06/15/2020 - 07/23/2020	●	

AFRIM 33 - WOMEN OF COLOR						
Class/Section	Days & Times	Room	Instructor	Meeting Dates	Status	
20564 LL-LEC Request	TBA	L-ONLINE	Charly Demaris	06/15/2020 - 07/23/2020	●	

Notes: This is a combined section class

ANTHR 3 - INTRODUCTION TO PHYSICAL ANTHROPOLOGY						
Class/Section	Days & Times	Room	Instructor	Meeting Dates	Status	
20371 LL-LEC Request	TBA	L-ONLINE	Kirsten Olson	06/15/2020 - 07/23/2020	●	

ANTHR 1L - PHYSICAL ANTHROPOLOGY LABORATORY						
Class/Section	Days & Times	Room	Instructor	Meeting Dates	Status	
20424 LLL-LAB Request	TBA	L-ONLINE	Kirsten Olson	06/15/2020 - 07/23/2020	●	

ANTHR 3 - INTRODUCTION TO SOCIAL AND CULTURAL ANTHROPOLOGY						
Class/Section	Days & Times	Room	Instructor	Meeting Dates	Status	
20292 LL-LEC Request	TBA	L-ONLINE	Donald Moore	06/15/2020 - 07/23/2020	●	

-Apply & Enroll-
New and Former Students go here:
<https://web.peralta.edu/admissions/question/>



Prerequisite/Corequisite Policy and 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, course section or class, 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.

College/District Policies



For complete list of Board Policies, go to <http://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, 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/or Veteran status 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 Procedure 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.

Title IX

Peralta Community College District recognizes that sexual assault, dating and domestic violence, and stalking are serious issues. Each college and the District seek to ensure that members of the campus community are aware that such behavior is prohibited by law and by Federal, State, and District policies, and that prohibited behaviors have no place in our learning and work environment. Each campus has designated coordinators and resources for information and support. For inquiries and assistance, please visit: <http://web.peralta.edu/health-services/title-ix/>.

Board Policy 3430 Prohibition of 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. It shall also be free of other unlawful harassment as defined in Administrative Procedure 3430, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, gender identification, age, or sexual orientation of any person, military and Veteran status or because he or she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all students, employees and other persons using the services of the district feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student, employee or other person using the services of the district who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3430. Supervisors are mandated 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 discrimination and to prevent, minimize and/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 harassment. 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 harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures shall be widely published and publicized to administrators, faculty, staff, students, and the public particularly when they are new to the institution. They shall be available for students, employees and others who use the services of the district in all administrative offices.

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 measures up to and including expulsion.

Privacy Rights of Students

As a student or former student of a Peralta College, you have a right to 1) access and inspect official educational records relating to you as maintained by the District, and 2) amend such records should you believe them to be inaccurate, unsubstantiated, or misleading. (Federal Educational Rights and Privacy Act of 1974, Board Policy 5040, Administrative Procedures 5040, and Administrative Procedures 5045)

Student Conduct Grievance and Due Process Policies

The Peralta Colleges have established regulations and procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law. Board Policy 5500 and Administrative Procedures 5500 clearly define the standards of conduct that is subject to discipline, detail the discipline due process, and identify potential disciplinary actions, including but not limited to the removal, suspension or expulsion of a student.

The College and the District shall ensure that students are accorded due process as stated in the written procedures. The Board Policy and Administrative Procedures are posted online and a copy may be obtained at the Office of the Vice President of Student Services.

Campus Safety



The Peralta Community College District contracts police services with the **Alameda County Sheriff's Office**, to provide security patrol services for **Laney College, Merritt College and the College of Alameda**. With regard to Berkeley City College, the Sheriff's Office primary function is compiling statistical information only. **The Berkeley Police Department is responsible for security patrol functions at Berkeley City College. A-1 Protective Services also provides patrol Monday - Saturdays.**



Mission Statement

The Alameda County Sheriff's Office/Peralta Police Services 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. Deputies focus on "partnerships" in addressing problems and/or concerns identified by campus staff and students.

Peralta Police Authority

Deputies assigned to the Peralta Community College District have peace officer authority, pursuant to section 830.1 of the California Penal Code. Each deputy has met all state standards and training requirements, and has the same authority as municipal police officers. Sheriff Technicians also are employed by Police Services, but do not have peace officer authority. Peralta Police works in partnership with and will request assistance from the Oakland Police Department, Alameda Police Department or the Berkeley Police Department for incidents which require resources not readily available at Peralta Colleges.

Peralta Police Services joins the entire Peralta College Community in welcoming you. The goal of our department is to provide the safest possible environment for all campuses, so everyone can enjoy all of its facilities. Although your safety is our major concern, we also monitor fire and intrusion alarms as well as enforce parking regulations. Calls for service are prioritized and response time will vary with the location, nature and urgency of the situation.

Crime Prevention

Crime prevention is the responsibility of all staff and students. Members of the campus community should be aware of their surroundings and of circumstances which seem out of the ordinary. Willingness to look out for each other and to report all suspicious individuals or activities to the campus police will assure that the campus will be a safe, secure place to work and to study.

Personal Safety Tips

It's easy to give criminals an opportunity to strike; just be a little careless, forgetful, too trusting, and gullible. But, it's just as easy to remove the temptation; by being careful, alert, cautious, and aware. Most criminal activity occurs because opportunities exist for crimes to be committed. Take away the opportunity and crime can be greatly reduced. You are your own best security.

An awareness of the following crime prevention pointers, together with your own common sense, will help reduce the opportunity for others to commit a crime against you.

- Lock your car, office or residence whenever leaving it.
- Keep your car or building key ready in your hand
- Avoid unnecessary hazards of poorly lighted or unfamiliar areas.
- Know the locations of telephones and "Blue Phones" on campus.
- When working after hours, notify Police Services of your location. Lock all doors leading to the area you are in.
- Never leave personal items unattended in common areas.

Questions, suggestions and/or concerns regarding Campus Safety and Security may be directed to Police Services at (510) 465-3514. Your fears and concerns will be treated with the utmost importance by Peralta Police Services.

Bike Patrol

Peralta Police's commitment to continuous improvement towards enhancing the personal safety of students and visitors to the Peralta Community created the desire for a bike patrol. This was established during the summer of 1997. The bikes will allow officers to reach locations inaccessible to the patrol car and at the same time respond quicker than officers patrolling on foot. Also the bike patrol enhances our relations with the Peralta Community by making us more accessible to the public.

Weapons Policy

The unauthorized use, possession or storage of weapons, fireworks, or explosives is prohibited on any Peralta College premise (including vehicles) or at any Peralta Community College-sponsored activity. Weapons may include, but are not limited to, firearms, pellet guns, bows and arrows, martial arts equipment, switchblade knives, swords, large knives, and clubs.

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 Police 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.

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. each evening. Overnight parking is not authorized and vehicles will be towed at the owner's expense. (Contact Peralta Police 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, and on the Alameda County Sheriff's Office website: www.alamedacountysheriff.org.

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: <http://web.peralta.edu/police-services/college-annual-security-reports-ars/>.

For more information about Peralta Police Services and Crime Statistics, please visit: <http://web.peralta.edu/police-services/>

Blackboard Connect

(Emergency Notification and Early Warning System)

Blackboard Connect, Inc. is a mass notification and Early Warning system used by the Peralta Community College District to notify students and staff of any emergency situations occurring on PCCD campuses or other PCCD properties. Mass e-mails and text messages are sent out describing the incident and how students/staff should proceed. Because emergency situations change rapidly, recipients should not expect regular updates; however, every attempt will be made to disseminate pertinent information, including campus closures.

To receive Blackboard text messages/e-mails, you must provide the Office of Admissions and Records with current cell phone numbers/email addresses upon registering for classes.



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

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