

Welcome to College of Alameda! This page is designed to help you with the process of applying to the college and enrolling in courses. Look below for answers to frequently asked questions concerning registration, meeting with a counselor, paying fees and applying for financial aid. There is also a section on college policies regarding adding, dropping and auditing courses and taking them on a pass/no pass basis.

For more information about College of Alameda, go to <http://alameda.peralta.edu>.

College Registration FAQs

INSTRUCTIONS: Click on your question below and the page will take you to the answer. If you have a question that is not on this list, email sschermerhorn@peralta.edu for assistance.

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DO YOU HAVE A QUESTION THAT IS NOT ON THIS LIST?

Contact us at sschermerhorn@peralta.edu and we'll be happy to help you.

REGISTRATION

How do I register for courses?

Registration is a two-step process: If you have not attended one of the Peralta colleges in the past year you first apply for admission to the college at CCCApply (http://www.cccapply.org/applications/CCCApply/apply/Peralta_CCD.html), then enroll in courses.

If you are a new, full-time student or are returning after at least a year's absence, you must make an appointment for assessment, orientation, counseling and program approval before receiving an appointment to enroll in classes.

The college's system is called PASSPORT online registration (<http://www.peralta.edu/apps/comm.asp?Q=510>). You may register from home at www.peralta.edu, or come to the Welcome Center in Building A, (http://alameda.peralta.edu/projects/20687/catalog4_50.pdf) Room A-101 where you will have access to computers and help with online registration.

What is the registration deadline for Spring Semester?

The last day to add regular classes for Spring Semester 2010 is February 6. Short-term and open-entry classes, which may begin later in the semester, may have later deadlines; for these you should check with the instructor or a counselor. You should be aware, however, that with the current budget crisis, California colleges and universities have been forced to cut the number of classes they offer. It is to your advantage to register as soon as possible to ensure that you get the courses you need.

How can I register for a Winter Intersession course?

You register for Winter Intersession courses under Fall Semester. At this time, nearly all Winter Intersession courses are full. However, enrollment changes from day to day, so if you really need the course you can try two options:

(1) To check enrollment:

- Click on **Enroll Now**
- Click on **Schedule of Classes** (*not* the pdf schedule)
- Under **Fall term 2009**, click **Go**.
- On the search page, click **Alameda** and uncheck **Show Open Classes Only**
- Go to the bottom of the search page and under **Session** click **Intersession 1**, then **Search**.

(2) As a second option, you can get an ADD card from Admissions & Records and show up on the first day of class in the hope that some people will not attend and space will open up. The ADD card must be signed by the instructor and returned to the Admissions office immediately.

My child is abroad. How can I register him or her for next semester?

For reasons of confidentiality, we cannot allow someone other than the student to register.

Can high school students register for courses?

Yes, they can. The California Education Code allows high school students to enroll as special part-time students.

If you are a high school student, contact your counselor for more information. Enrollment must be recommended by your high school principal, have parental consent and be approved by the Peralta Colleges Associate Vice Chancellor for Admissions & Records and Student Services. Units earned will be granted as college credit. The required forms are at the web at www.peralta.edu.

Why does Passport say there is a hold on my registration?

This usually happens because you have money owing to the college. You may have forgotten to pay a library fine, or may not have paid the new \$31 AC Transit EasyPass fee, which is now required of all students enrolled in nine or more units in a semester. Contact the Admissions & Records office, Room A-101, or phone (510) 748-2228, for more information.

COUNSELORS

Do I have to see a counselor before registering?

If you are a new, full-time student or are returning after at least a year's absence, you must make an appointment for assessment, orientation, counseling and program approval before receiving an appointment to enroll in classes.

How can I see a counselor?

Go to the Welcome Center in Room A-101 or call (510) 748-2209 to make an appointment. Drop-in counseling only is available during peak enrollment periods.

TUITION, FEES & FINANCIAL AID

How much does it cost to attend College of Alameda?

Fees for California residents include \$26 per unit California community college enrollment fee, \$2 per semester campus center use fee, \$31 per semester AC Transit EasyPass fee (all students with 9 or more units), and a \$1 per semester student government fee.

Nonresident and foreign students pay nonresident tuition of \$216 per semester unit and a nonresident capital outlay fee of \$6 per semester in addition to other campus fees above. All fees are subject to legislative changes and all fees are payable at time of enrollment.

How do I pay the tuition fees?

You may pay tuition by mail or at the college Cashier's Office, Room A-150. The college accepts checks, credit and ATM cards, and cash.

How can I get financial aid?

Financial aid is available for College of Alameda students. Apply online at www.alameda.peralta.edu/finaid. The Financial Aid Office holds informational workshops every Tuesday from 12 to 2 p.m. in the Cyber Café in the F Building cafeteria.

Do I qualify for financial aid?

Financial aid is available for students from both low- and middle-income families, but to qualify for most financial aid, you must have "financial need." In addition, you must

- have a high school diploma or a General Education Development (GED) certificate, or pass a test approved by the U.S. Department of Education;
- be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program;
- be a U.S. citizen or eligible non-citizen;

- have a valid social security number; make satisfactory academic progress;
- sign a statement of educational purpose, and a certification statement on overpayment and default; and
- register with the selective service, if required.

Financial aid is usually a combination of grants, loans and work study. For more information, contact the Financial Aid Office in Room A-101, phone (510) 748-2391 or go to www.alameda.peralta.edu/finaid.

I drive to school. Why should I have to pay the bus pass fee?

Peralta Colleges students voted in Spring 2009 that all students enrolled in 9 or more units would be required to pay an AC Transit EasyPass fee of \$31 per semester. This fee will be collected at the time of enrollment, and is non-refundable. With EasyPass, you can ride all AC Transit bus lines, including local and Transbay service, at all times, saving over 94% off the transit rate.

POLICIES RE SINGLE COURSES

How can I get on a waiting list to register for a course that is full?

There are no waiting lists for classes. You might first check all four Peralta colleges, to see whether the course you need is offered at another college. If not, you have two options, neither of which guarantees that you will be admitted to the class.

You can apply for admission to the college, if you have not been admitted previously, then check the Passport listings daily in the hope that someone will drop the course and you can register for it immediately. To check listings,

- Click on **Enroll Now**
- Click on **Schedule of Classes** (*not* the pdf schedule)
- Under **Spring term 2010**, click **Go**

(2) As a second option, you can get an ADD card from Admissions & Records and show up on the first day of class in the hope that some people will not attend and space will open up.

Can I audit a course?

Auditing of classes is not permitted. No person is allowed to attend a class unless enrolled in that class.

How do I drop and add courses?

You drop or add a course using the Passport online system, just as you did when you first registered for courses. You **must** drop the course in Passport by the official deadline (check the course schedule for deadlines) or the course will continue to appear on your transcript; **to stop attending the course is not the same as dropping the course.**

After classes begin you have 10 days at the beginning of the semester to add a class (for all classes except short-term classes that begin later in the semester). If the class is closed, you will be able to add it only with the instructor's permission. Print out and complete an ADD Card (<http://www.peralta.edu/Projects/322/Add%20Card.pdf>), have the instructor sign it and take it to the Admissions & Records Office, Room A-101.

What penalty is there for dropping a course?

If you drop a course during the first four weeks of instruction, the course will not be noted on your academic record. If you drop between the end of the fourth week and the end of the ninth week of the semester, a "W" will appear on your transcript. After the ninth week, you will receive a grade for the course. Stopping attending the course does not count as dropping it; **you are responsible for dropping the course online.**

To receive a refund for the course, you must drop it online by the designated last day, which in Spring Semester 2010 is February 4, 2010. You must fill out a refund form at the Cashier's Office. No fee is charged for a change in the number of units carried, but a \$10 processing fee will be charged for complete withdrawal from all classes.

How do I take a course pass/fail?

You can take on a pass/no pass basis only those courses that have a "P/NP" notation in the course catalog. You must change the grading basis in the Student Center, Room A-101.

If you complete the course successfully (with a "C" grade or better), you will earn the specified number of units and your transcript will show a "P." The course will be counted in satisfaction of your community college curriculum requirements, but will not be included in computation of your GPA. If you are planning to transfer to a four-year university, you should be aware that in some cases courses in which you earned a "P" will not be counted toward your major requirements, and there may be limits on the number of units of "P" that will be counted toward a Bachelor's degree.

I am interested in taking a class at another Peralta campus. What do I need to do?

You can register for courses at any of the four Peralta colleges (College of Alameda, Berkeley City College, Laney College and Merritt College) once you have been admitted to one of the colleges. Log on to the Passport system just as you would to register for a course at College of Alameda.