

DRAFT

DRAFT



PERALTA ADMISSIONS APPLICATION - Page 1

Please print clearly

Term Applying for:

- Summer Session
Fall Semester
Spring Semester

Year: []

DIRECTIONS: After completing the application return to any campus Admissions & Records Office. The voluntary provision of your Social Security number will be used to assist the state of California in evaluating community college student success.

Enrollment Information

Intended major: [] See Page 5 for the list of majors offered at the Peralta Colleges.

- Educational Goal: Obtain an associate degree and transfer to a 4-year institution, Transfer to a 4-year institution without an associate degree, Obtain a 2-year associate degree without transfer, Obtain a 2-year vocational degree without transfer, Earn a vocational certificate without transfer, Discover/Formulate career interests, plans, goals, Prepare for a new career (acquire job skills), Advance in current job/career (update job skills), Maintain certificate or license, Educational development, Improve basic skills, Complete credits for high school diploma or GED, To move from noncredit coursework to credit coursework, 4-year college student taking courses to meet 4-year college requirements, Undecided on goal

Personal Information

Student Name

Last name: [] First name: [] Middle name: []

Other Name Used: Name on previous academic records (if different from legal name)

Last name: [] First name: [] Middle name: []

Social Security Number & Date of Birth

Social Security Number: [] Date of Birth: []

Marital & Parent/Guardian Status

This information will be used by CCCApply to determine whether parent/guardian contact information is needed. It will not be used to determine who will be admitted to the college.

- Marital Status: Married, Unmarried, Decline to State; If you will be under 19 years of age on 6/23/2008, please select the statement that will apply to you: I am under the care and control of a parent or guardian, For at least one of the following reasons I am not under the care and control of a parent or guardian: I am or have been married, or am legally emancipated, I am on active duty in the armed services, I do not have a living parent or legal guardian, I have been self-supporting for at least one year.

Biographical Information

This information will be used for state and federal reporting purposes. It is optional and voluntary and will not be used for a discriminatory purpose.

Gender: Female, Male, Decline to State

- Ethnic Background: Laotian, Cambodian, Vietnamese, Other Asian, African-American Non-Hispanic, Filipino, Mexican, Mexican-American, Chicano, Central American, American Indian, Native American, Alaskan Native, Guamanian, Hawaiian, Samoan, Other Pacific Islander, White Non-Hispanic, Other Non-White, South American, Other Hispanic, Decline to State

Contact Information

Address: [] City: []

State: [] Zip: [] Email Address: []

Daytime Telephone #: [] Evening Telephone #: []

Education

Enrollment Status: First time student in college (after leaving high school) Returning student to this college after absent for a main term
 First time at this college: have attended another college Enrolling in high school (or lower grades) and college at the same time

High School Education Level: Not a graduate of, and no longer enrolled in high school
 Will be enrolled in college and high school (or lower grade) at the same time
 Currently enrolled in adult school
 Received high school diploma
 Passed the GED, or received a high school certificate of equivalency
 Received a certificate California High School Proficiency
 Foreign secondary school diploma/certificate of graduation

High school completion date:
(if unsure of the exact day, please estimate):

College Education Level: No degree
 Received an associate degree
 Received a bachelor's degree or higher

College degree date:
(leave blank if no degree; if unsure of the exact day, please estimate):

California High School Attendance: I have received a diploma or certificate of completion from a California high school, a California High School Certificate of Equivalency (GED), or a Certificate of California High School Proficiency: Yes No
 I have attended high school in California for three or more years: Yes No

Last High School Attended: Did not attend high school

City: State: Country:

Last College Attended: Did not attend college

City: State: Country:

College Attended for the Last Two (2) Years:

City: State: Country:

Residency

Answer the residency questions with regard to the starting date of the term you are applying for.

Citizenship

Citizenship Status: U.S. Citizen Refugee/Asylee Student Visa(F1 or M1)
 Permanent Resident Temporary Resident/Amnesty Other

If you are not a U.S. citizen, please enter the following:

Alien registration number: OR Visa Type:

Visa/Alien registration issue date: Visa/Alien registration expiration date:

Check here if no expiration date

Military Status

Military Status: Current active military Member discharged within the last year (veteran) None apply to me
 Dependent of currently active military Member discharged over a year ago (veteran)

Date you were discharged (if applicable):

If you are currently active in the military, or you were discharged within the last year, or you are a dependent of an active member of the military, then please answer the following:

Home of record (State): Country of record:

Currently stationed in California? Yes No If stationed in California, is the Duty for educational purposes ONLY? (This is rare) Yes No

California Residence

Have you lived in California continuously for the past 2 yrs? Yes No If NO, when did your CURRENT stay in California begin?

Do you intend to maintain California as your state of legal residence? Yes No

Are you a full-time credentialed employee of a California public school enrolling in college for purposes of fulfilling credential-related requirements? Yes No

Are you a full-time employee, or spouse or dependent of a full-time employee of any of the following colleges/universities? Yes No

- *California Community College
- *California State University or College
- *University of California
- *Maritime Academy

Have you been employed as a seasonal agricultural worker for at least a total of two months of each of the past two years? Yes No

During the last two years have you:

- Declared residency in another state for state income tax purposes? Yes No
- Registered to vote in another state? Yes No
- Declared residency at an out-of-state college or university? Yes No
- Petitioned for a lawsuit or a divorce as a resident in another state? Yes No

Needs & Interests

This information is optional and voluntary. This information will not be used in making admissions decisions and will not be used for discriminatory purposes.

Main Language (optional)

Are you comfortable reading and writing English? Yes No

Financial Assistance (optional)

Please check the following that apply to you: I receive TANF, SSI, or General Assistance.
 I would like information about money for college.

Foster Youth Benefits (optional)

I am a former or current Foster Youth, and am interested in financial aid and/or other benefits and services available to Foster Youth: Yes No

Needs & Interests (optional)

Are you interested in any of the following programs and services?

(Not all college campuses offer every program and service listed.)

- | | |
|---|---|
| <input type="radio"/> Academic counseling/advising | <input type="radio"/> Housing information |
| <input type="radio"/> Athletics/Intercollegiate sports | <input type="radio"/> Employment assistance |
| <input type="radio"/> Basic skills (reading, writing, math) | <input type="radio"/> Online classes |
| <input type="radio"/> CalWorks | <input type="radio"/> Reentry program (after 5 years out) |
| <input type="radio"/> Child Care | <input type="radio"/> Scholarship information |
| <input type="radio"/> Career Planning | <input type="radio"/> Student government |
| <input type="radio"/> Counseling - Personal | <input type="radio"/> Testing, assessment, orientation |
| <input type="radio"/> DSPS Disabled Student Programs and Services | <input type="radio"/> Transfer information |
| <input type="radio"/> EOPS Extended Opportunity Programs and Services | <input type="radio"/> Tutoring services |
| <input type="radio"/> ESL ? English as a Second Language | <input type="radio"/> Veterans services |
| <input type="radio"/> Health services | |

Request for Consent to Release Information

The community colleges you attend and the Chancellor's Office of the California Community Colleges request your help. We ask that you agree to allow us to release necessary personal information about you to various agencies and organizations so we can do research, plan programs and offer special services to you (such as transfer opportunity information or state financial aid). If you do agree to give your consent, your information will not be sold, used for commercial purposes, released to the public, or given to other government agencies for purposes of determining benefits (other than financial aid), except where specifically required by law. In addition, if you do consent to release of your information, those organizations and agencies to which your information is given are prohibited by law from using it for any unauthorized purpose or releasing it to anyone else. If you do not give your consent, personal information about you will not be shared with other organizations or agencies except where allowed by law. You should also know that, answering "no" to this question will not prevent release of certain "directory information" about you. To learn more about directory information or how to block its release, see the Privacy Policy at <http://www.cccapply.org/privacy.asp>.

I authorize the Chancellor's Office, California Community Colleges, and the community colleges I am attending to release necessary personal information contained in my education records, including my Social Security number, for the purposes described in the Full Statement of Consent (https://secure.cccapply.org/Applications/CCCApply/popups/Full_Statement_of_Consent.html?application_id=3539).

Select whether or not you consent: I consent I do not consent

Terms at The Peralta Colleges

How many terms at a Peralta College will it take to reach your educational goal?

HUD Income Levels

Do you need financial help to attend college? Yes No How many people are in your house hold?

Do you need financial assistance because your annual income is below \$15,315 for single persons or \$20,535 per couple? Yes No
(Add \$5,220 for each dependent child.)

Income Range

What is your famly's income during the past calendar year? 1 person w/less than \$46,350
 2 person w/less than \$53,000
 3 person w/less than \$59,600
 4 person w/less than \$66,250
 5 person w/less than \$71,550
 6 person w/less than \$78,850
 7 person w/less than \$82,150
 8 person w/less than \$87,450
 Income exceeds amounts listed

Student Support Services Questions

Are you a single parent? Yes No

Are you a displaced homemaker seeking services to assist you to succeed in an occupational program or job? Yes No

Do you want information about student activities in which you may participate? Yes No

Will you be attending a 4 year college while attending a Peralta College? Yes No

Did either of your parents graduate from college? Yes No

Number of hours per week you plan to be employed while attending a Peralta College: 0
 1 - 10
 11 - 20
 21 - 30
 31 - 40
 40+

Peralta Campus of Choice

Please choose one primary campus you will be attending: Berkeley City College
 College of Alameda
 Laney College
 Merritt College

Personal Information

I UNDERSTAND that all materials and information submitted by me for purposes of enrollment become Peralta Community College District property and part of my official college record. Yes

Are you taking classes to apply toward a certificate /degree or for personal enrichment only? Apply class(es) to Certificate/Degree
 Personal Enrichment

The Peralta Colleges List of Majors

The following is a list of study areas for which The Peralta Colleges awards an Associate in Art degree (AA), an Associate in Science degree (AS), a Certificate of Completion (CC) or a Certificate of Achievement (CA) in liberal arts, science, occupational fields, or specialized areas of study. Associate degrees require a minimum of 60 degree-applicable units:

- | | | |
|---|--|---|
| <input type="radio"/> Undecided | <input type="radio"/> Cosmetology | <input type="radio"/> Landscape Horticulture |
| <input type="radio"/> Administration of Justice | <input type="radio"/> Cosmetology Apprenticeship | <input type="radio"/> Mexican & Latin American Studies |
| <input type="radio"/> African-American Studies | <input type="radio"/> Culinary Arts | <input type="radio"/> Management & Supervision |
| <input type="radio"/> Anthropology | <input type="radio"/> Dance | <input type="radio"/> Machine Technology |
| <input type="radio"/> American Sign Language | <input type="radio"/> Dental Assisting | <input type="radio"/> Mathematics |
| <input type="radio"/> Apparel Design & Merchandising | <input type="radio"/> Diesel Mechanics | <input type="radio"/> Media Communications |
| <input type="radio"/> Apprenticeship, Other | <input type="radio"/> Diesel Mechanics Apprenticeship | <input type="radio"/> Multimedia |
| <input type="radio"/> Architectural & Engineering Technology | <input type="radio"/> Electricity/Electronics Tech. | <input type="radio"/> Music |
| <input type="radio"/> Art | <input type="radio"/> Economics | <input type="radio"/> Science/Natural Sciences |
| <input type="radio"/> Arts & Humanities | <input type="radio"/> Environmental Control Technology | <input type="radio"/> Certified Nurse Asst/Home Health Aide |
| <input type="radio"/> Asian/Asian American Studies | <input type="radio"/> Environmental Hazardous Materials Tech. | <input type="radio"/> Nursing (RN) |
| <input type="radio"/> Automotive Technology | <input type="radio"/> Environmental Management & Restoration Tech. | <input type="radio"/> Nutrition/Dietetics |
| <input type="radio"/> Auto Body and Paint | <input type="radio"/> Emergency Medical Technician 1 | <input type="radio"/> Other |
| <input type="radio"/> Auto Body Repair Apprenticeship | <input type="radio"/> Engineering (Transfer Program) | <input type="radio"/> Physical Education |
| <input type="radio"/> Aviation Maint. Tech. | <input type="radio"/> English | <input type="radio"/> Paralegal Studies |
| <input type="radio"/> Aviation Operations | <input type="radio"/> Environmental Studies/Human Ecology | <input type="radio"/> Philosophy |
| <input type="radio"/> Banking & Finance | <input type="radio"/> Environmental Design & Energy Technology | <input type="radio"/> Photography |
| <input type="radio"/> Barber Apprenticeship | <input type="radio"/> Ethnic Studies | <input type="radio"/> Physical Science |
| <input type="radio"/> Biology | <input type="radio"/> General Curriculum/Liberal Arts | <input type="radio"/> Political Science |
| <input type="radio"/> Biotechnology | <input type="radio"/> Fine & Applied Arts | <input type="radio"/> Psychology |
| <input type="radio"/> Business/Accounting | <input type="radio"/> Mill & Cabinet Maker Apprenticeship | <input type="radio"/> Radiologic Science |
| <input type="radio"/> Business/General Business | <input type="radio"/> Molder & Coremaker Apprenticeship | <input type="radio"/> Recreation & Leisure Services |
| <input type="radio"/> Business/Legal Secretarial Studies | <input type="radio"/> Roofer Apprenticeship | <input type="radio"/> Real Estate |
| <input type="radio"/> Business/Business Administration/Mgmt | <input type="radio"/> Facs/Dietary Manager (Food Service Supv.) | <input type="radio"/> Sociology |
| <input type="radio"/> Business/Information Tech/Medical | <input type="radio"/> Fire Science | <input type="radio"/> Social/Behavioral Sciences |
| <input type="radio"/> Business/Marketing & Sales | <input type="radio"/> French | <input type="radio"/> Spanish |
| <input type="radio"/> Business/Office Admin/Business Info Systems | <input type="radio"/> Geography | <input type="radio"/> Speech |
| <input type="radio"/> Business/Small Business | <input type="radio"/> Graphic Arts (Printing Technology) | <input type="radio"/> Solid Waste Management Technology |
| <input type="radio"/> Business/General Clerical/Business Support | <input type="radio"/> Human Development Services | <input type="radio"/> Theatre Arts |
| <input type="radio"/> Business/Word Processing/Info Proc. | <input type="radio"/> History | <input type="radio"/> Travel Industry |
| <input type="radio"/> Carpentry | <input type="radio"/> Health Sciences | <input type="radio"/> Upholstery |
| <input type="radio"/> Child Development | <input type="radio"/> Health Professions/Occupations | <input type="radio"/> Vocational Nursing |
| <input type="radio"/> Chemistry | <input type="radio"/> Humanities | <input type="radio"/> Wood Technology |
| <input type="radio"/> Computer Information Systems | <input type="radio"/> International Trade | |
| <input type="radio"/> CIS/Computer Programming | <input type="radio"/> Journalism | |
| <input type="radio"/> Construction Management | <input type="radio"/> Labor Studies | |
| <input type="radio"/> Community Social Services | <input type="radio"/> Language Arts | |



2050 Center St.
Berkeley, CA 94704
(510) 981-2805



555 Ralph Appezato Memorial Parkway
Alameda, CA94501
(510) 748-2228



900 Fallon St.
Oakland, CA94607
(510) 464-3121



12500 Campus Dr.
Oakland, CA94619
(510) 436-2487



Peralta Colleges

Berkeley City – Merritt – Laney – Alameda

Student Ambassador Training the Trainer

Tuesday, April 21, 2009 (LANEY) 1-4PM

Thursday, April 23, 2009 (BCC) 1-4PM

AGENDA

1:00 – 1:30 Welcome Host: Cassandra Upshaw (Laney) – Victor Flint (Berkeley City College)

- Dr. James Bracy – Vice Chancellor of Student Services Admissions
- Donald Moore – V.P of Student Services (Laney) * Gordon Poon V.P of Student Services (BCC)

House Keeping:

- Logistics
- Review of Agenda/The Burning Question Sheet

1:30 – 2:30 Welcome Center Training of New Ambassadors

- Welcome Center Tips & Guidelines) for Ambassadors, Staff and Student workers.
- Customer Service (face to face encounter, telephone triage)
- PASSPORT System (best practices)
- Hand outs (CCC Apply, Cheat Sheet, FAQ's,)
- Utilization of the Welcome Center Binders
- Navigation of Campus Resources and Departments (EOPS, DSPS, Transfer Center, CAL Works, Counseling, etc...

2:30 – 3:30 New Information

- Peralta's E Mail System (activation)
- Confidentiality and the Student
- High School Concurrent Enrollment, Matriculation and Gateway to College.
- Student Ambassador Website
- Financial Aid Flow Chart

3:30 – 4:00 Cross Utilization of Welcome Centers

- Knowing how each Welcome Center Operates when referring students or when students take classes at other campus's
- Sharing of campus resources
- The Welcome Center Binders

Questions & Answer Session/Wrap Up





WELCOME CENTER TIPS AND GUIDELINES For Staff and Student Workers



NAVIGATING PASSPORT SYSTEM

1. Go to passport.peralta.edu
2. Under *Passport Log-in*, Click on **ACTIVATE MY ACCOUNT** to retrieve user ID and password
Reminder to Student: Write down USER ID and PASSWORD (they are case sensitive)
3. Enter the User ID and password. Click "sign in".
4. Next Click on **STUDENT CENTER**
5. If first time **PASSPORT** User, explain homepage (refer to **PASSPORT** Student Homepage Cheat Sheet).
6. Assist students with enrollment through **PASSPORT** (refer to **PASSPORT** manual and/or online tutorial, as needed).

FREQUENTLY ASKED QUESTIONS

CCC-Apply

- Q. Is there a paper application?
A. No. But there is a worksheet that can assist students with filling out the online form.
- Q. I do not have a Social Security number. Can I still apply?
A. Yes. Check the appropriate box on the **CCC APPLY APPLICATION** and read each question carefully as the system will provide a temporary Social Security Number.
- Q. I do not have a home address. Can I still apply?
A. You need a home or P.O. Box address.
- Q. CCC-Apply says I am already in the system. What do I do?
A. Advise the student to contact the CCC Apply Hotline at 1-800- GO-TO-XAP, for further assistance in accessing their previously completed application.

PASSPORT

- Q. How do I know if I am picking the right classes?
A. Advise the student to develop an educational plan with a counselor prior to registration in order to be sure that they are choosing the classes necessary to achieve their educational goals.
- Q. Why won't the system let me register for classes?
A. Refer student to their **PASSPORT** Homepage in order to review the **HOLDS** section to obtain details.
- Q. How do I get my grades? Unofficial Transcripts?
A. Direct student to access their student homepage and click on the **GRADES LINK**.
- Q. I have already activated my account but I cannot log-in, what do I do?
A. Please make sure student typed in User ID and Password correctly, (using case sensitive guidelines).

Financial Aid

- Q. Can I fill out my FAFSA in the Welcome Center?
A. Yes. **Note: Refer them to Financial Aid Department for further assistance if needed.**



WELCOME CENTER TIPS AND GUIDELINES For Staff and Student Workers



The following Tips and Guidelines will help you to assist students throughout the enrollment and registration process.

CUSTOMER SERVICE

1. Greet students with a positive attitude; ask each student how you can help them.
2. Determine students' needs and kindly direct them toward the next steps.
3. Communicate in a clear, confident, and calm manner at all times.

SPECIAL INSTRUCTIONS

New Student:

1. Direct student to complete online application (www.cccapply.org).
2. Ask student if they have time to complete the application.
3. Determine student computer skill level to identify whether or not assistance is needed.
4. Encourage students to read all questions carefully and to answer them honestly and accurately.
5. Inform student that it takes 24-48 hours for the application to be electronically processed.
6. Explain next steps: Assessment, Counseling, and Financial Aid.
Note: Make sure you identify where these departments are located on your campus.
7. Assist with logging into *PASSPORT* (See Tips for Navigating *PASSPORT* on page 2).

Continuing Student:

1. Determine when the student was last enrolled. Are they still in the system?
 - a. If they **are not** in the system, treat them as a new student (see above).
 - b. If they **are** in the system, direct them to *PASSPORT* (see page 2).

High School Student:

1. Determine if student has completed *CONCURRENT ENROLLMENT FORM*. If not, refer them back to the High School Counselor.
2. Assist with next steps: CCC Apply, Assessment Test, etc...
3. Things to know: they do not have to pay fees; college credit will be put on their Peralta transcript.

Undocumented Student:

1. Help the student to the best of your ability. Refer to A & R Specialist for further assistance if needed.

International Student:

1. Refer to The Office of International and Global Education to complete the *INTERNATIONAL STUDENT APPLICATION FORM*.
2. Assist student with enrollment completion when they return.

Student with Disability:

1. Help the student to the best of your ability. Refer to the *DISABLED STUDENTS PROGRAMS & SERVICES (DSP&S) OFFICE* for further assistance if appropriate.



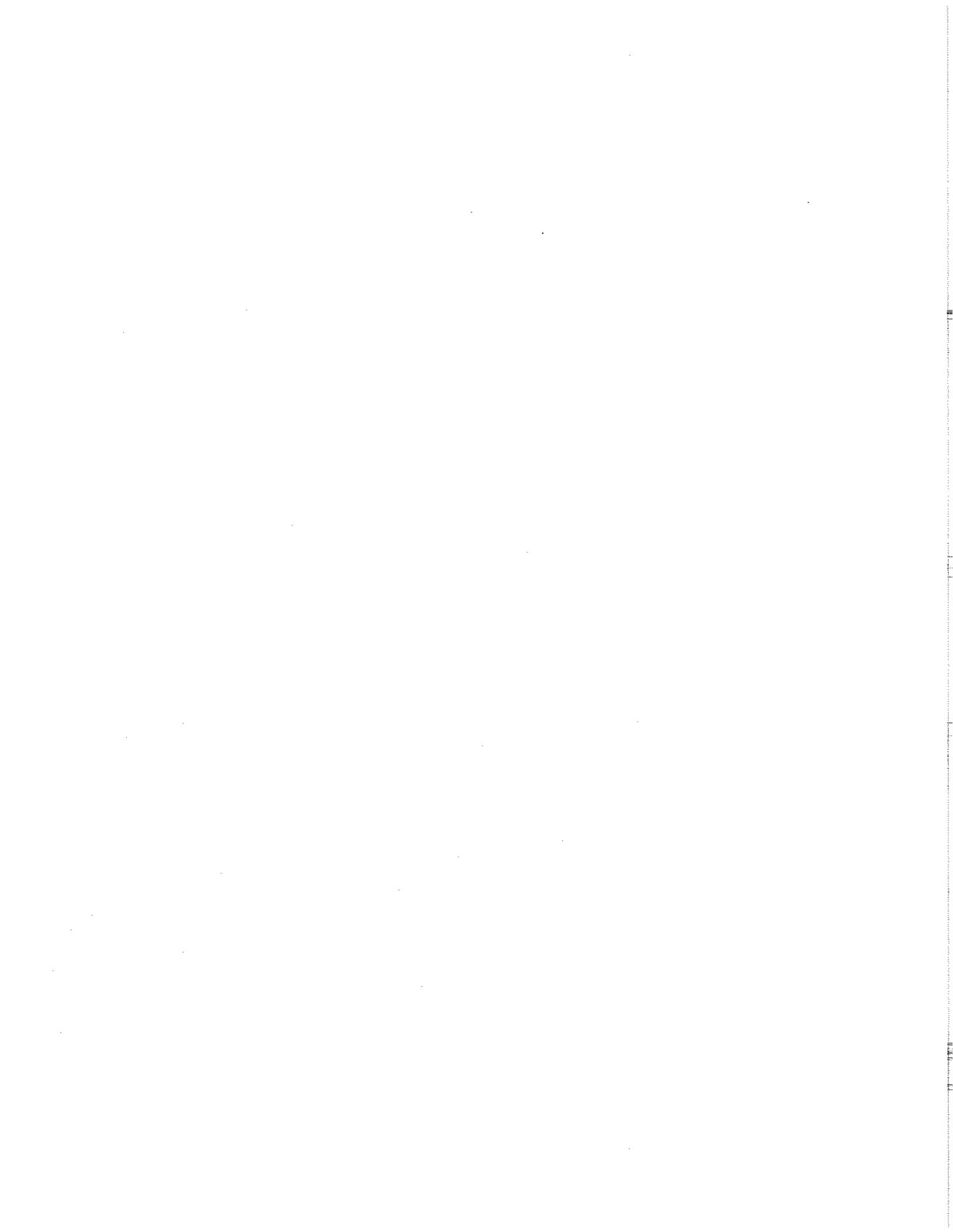
Tips for using CCCApply

CCCApply is the statewide online application and access center for California Community Colleges. It combines individual college images and processes with system-wide consistency, compliance, and support. It also provides a “one-stop shop” for student access to the California Community Colleges. The CCCApply application allows students to complete an application one time and submit it to multiple colleges. Students can also complete a Financial Aid Application to help pay for college.

The following are a few tips about CCCApply and what you will need to do to help a student complete an application successfully.

- The application needs to be accurate and error-free.
- When assisting a student, make sure you ask if they have completed a CCCApply application for any of the Peralta Colleges or other out of district colleges within California.
 - If so, they will need to retrieve their username and password to log into CCCApply.
 - Once they have logged in they can review and/or update their information on their application and submit it to the college of their choosing.
- Verify whether or not the student is a returning student.
 - If so, make sure they enter the same name they had when they attended the Peralta Colleges.
- Encourage students to read all the available information and instructions on how to use CCCApply.
- Encourage students to enter their SSN for Financial Aid and tax purposes.
 - If they refuse to submit their SSN, remind them that the processing of their application may be delayed.
- Make sure the student makes note of all of the pertinent information they may need to remember:
 - Username & Password to log back into CCCApply
 - If the student did not have an email address, they will need to remember the information for the CCCApply email address assigned to the student.
 - When students complete an application they will be given a confirmation number.
- Students will only need to complete one application per academic year.
 - For example: If a student submits an application for the Spring semester, they do not have to submit an additional application for the Summer or Fall semesters.
 - This will prevent duplicate applications being entered into the system.
- The application does allow the applicant to enter the school/college manually if the school name is not known by the system. Here are the steps the applicant will go through:
 1. Applicant enters name of school and clicks “search”.
 2. If the name of the school is not known by the system, applicant gets the following message, “If your search did not locate your school, please try again. Some school names in our database include abbreviations, so try entering a different key word or the city name. Also, be sure the state/territory selected above is correct.”
 3. Applicant again enters the name of the school.
 4. The applicant is prompted to enter the name of the school one more time.
 5. The applicant enters the name of the school for the final time and gets the following message, “If you still cannot locate your school on the list, click “Not on List” below to enter your school information manually. Please do so only if you are certain you cannot locate your school on the list.”
 6. Applicant clicks on the “Not on the List” button.
 7. Applicant is prompted to manually enter the high school name and location and then click on the “Add School” button.
 8. Name and location of high school has been manually entered into the application.
 9. The application will automatically take the applicant through the above steps if (s)he enters a school name that is unknown.

Also whenever an applicant is having difficulty with completing the online application, please instruct the applicant to call the Xap Student Support Hotline at 1-(800)-GO-TO-XAP. This is a dedicated phone line staffed by support technicians who are responsible for providing prompt technical support to applicants using the online application.





PASSPORT Student Home Page Cheat Sheet

Academic:

- My Class Schedule: Student's current class schedule will be displayed on the Homepage.
- Add a Class
- Drop a Class
- Grades: Student can view grades and other academic information from previous terms at Peralta schools can be viewed by clicking on the Grades link.

Finances:

- Account Inquiry: This link is an Account Summary of outstanding charges owed.
- Payment Profile: This link saves online payment details for future use.
- My Account: Student's Account Summary will be displayed on the Homepage.

Personal Information:

- Demographic Data: Student can access Student ID and other personal account information by clicking on this link.
- Names: Student can view a list of current names on file.
Note: The name cannot be changed or edited from this link.
- User Preferences: Student's Contact information will be displayed on the Homepage.
Note: Student may change any of the contact information by clicking on the link and then edit button.

Search For Classes:

- This button will allow the student to perform a search for classes without having to add the class.

Holds:

- If the student has a hold, the details of that hold will be explained by clicking on the details link of the Holds section.

To Do List:

- This section will list any "Next Steps" in terms of registration. (Typically students will not have any information displayed in this section.)

Quick Links:

- This section will assist with the registration process if there is any confusion about how to add or drop a class, as well how to view the Lab/Lecture results of viewing the classes.

Other Resources:

- This section enables students to view the other resources available such as Peralta Catalogs, Student Transfer information, and Voter Registration.

Financial Aid Information:

- This section serves as a direct link to the FAFSA online application.



March 23, 2009

Outreach upcoming projects for March and April

Update training for the welcome center and ambassadors

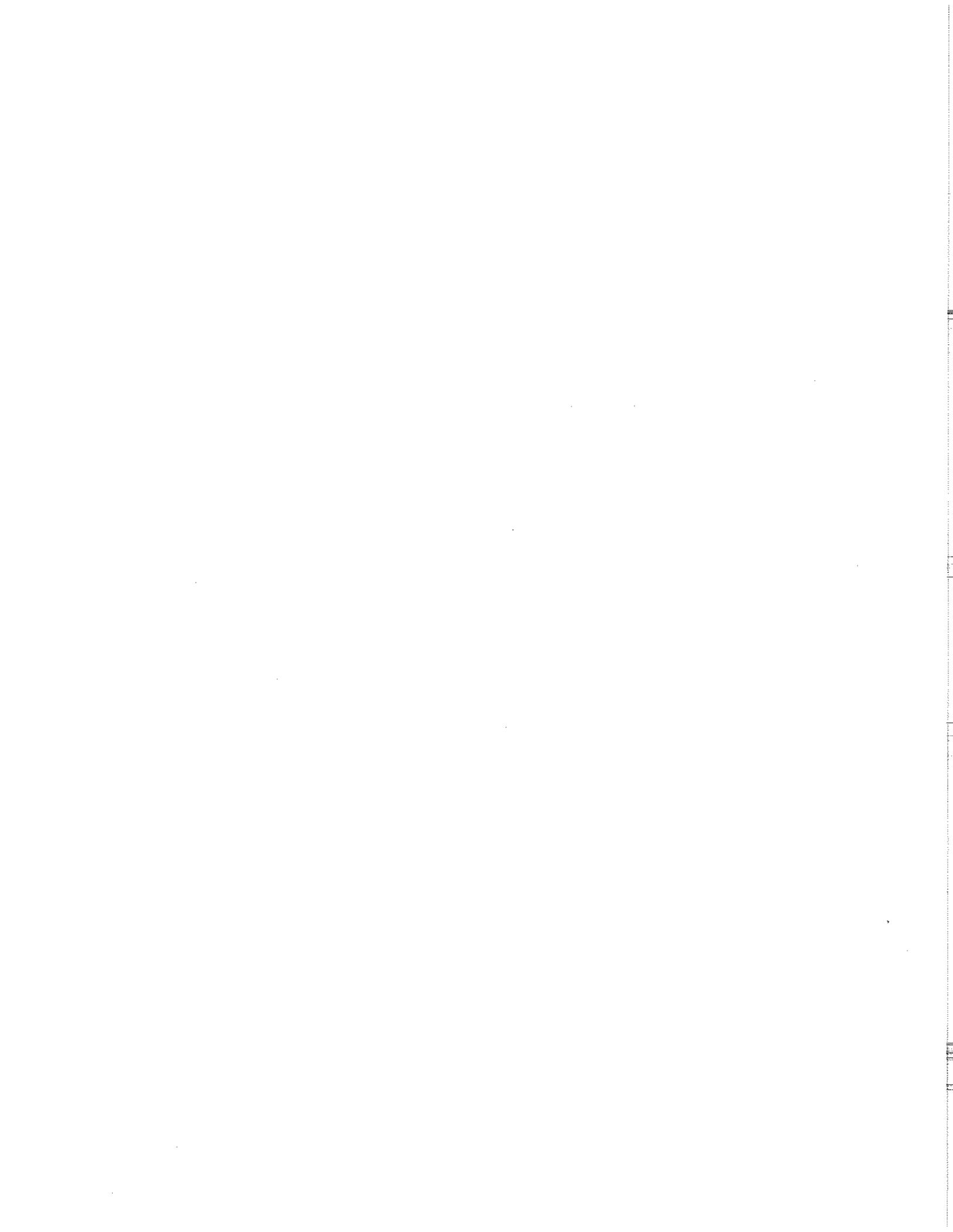
- Ambassadors will encourage the current students to start filling out financial aid applications.
- Ambassadors will hand out flyers encouraging students to activate their new e-mail accounts.
- Outreach will set percentage goals at each campus for financial aid applications percentage completion.
- The student business team will coordinate the unique situations that can occur at each campus.
- The welcome centers will function in assisting current students to become more efficient with their computer skills. They will also operate as Information Central disseminating current and relevant student information.
- The training schedule for passport updates will commence in April.
- The cross utilization of ambassadors at various school campuses will also be in April.

Expected outcomes

- Student Ambassadors will be trained on the latest updates and enhancement regarding Passport, giving them more tools to support the new student in the enrollment process.
- Stressing the importance of filling out financial aid applications early can avoid the last-minute rush at the financial aid office.
- Encouraging students to activate their e-mail account can result in a smoother enrollment process.
- Setting expectations of financial aid completion goals at each campus. Will further reinforce the importance of early financial aid application completion.

The actions taken above are designed to make the welcome centers on each Campus the centerpiece for an efficient enrollment process for all students.

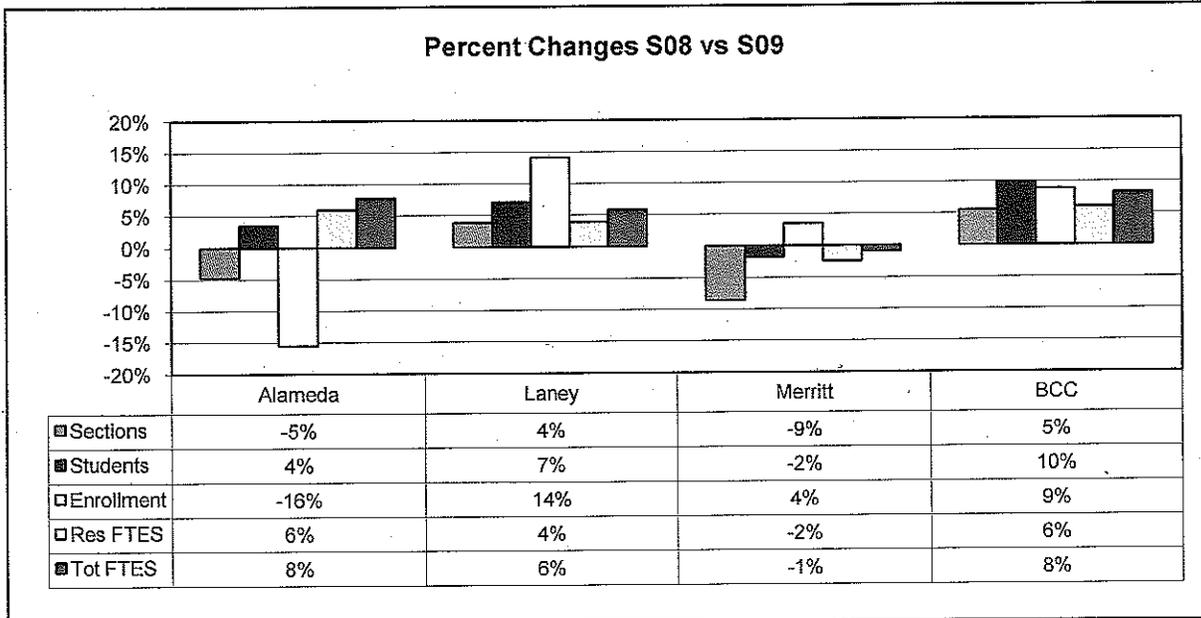
Prepared by Victor Flint



Spring 2009 Enrollment - 4/14/08 to 4/6/09

As of End of Day

4/6/09

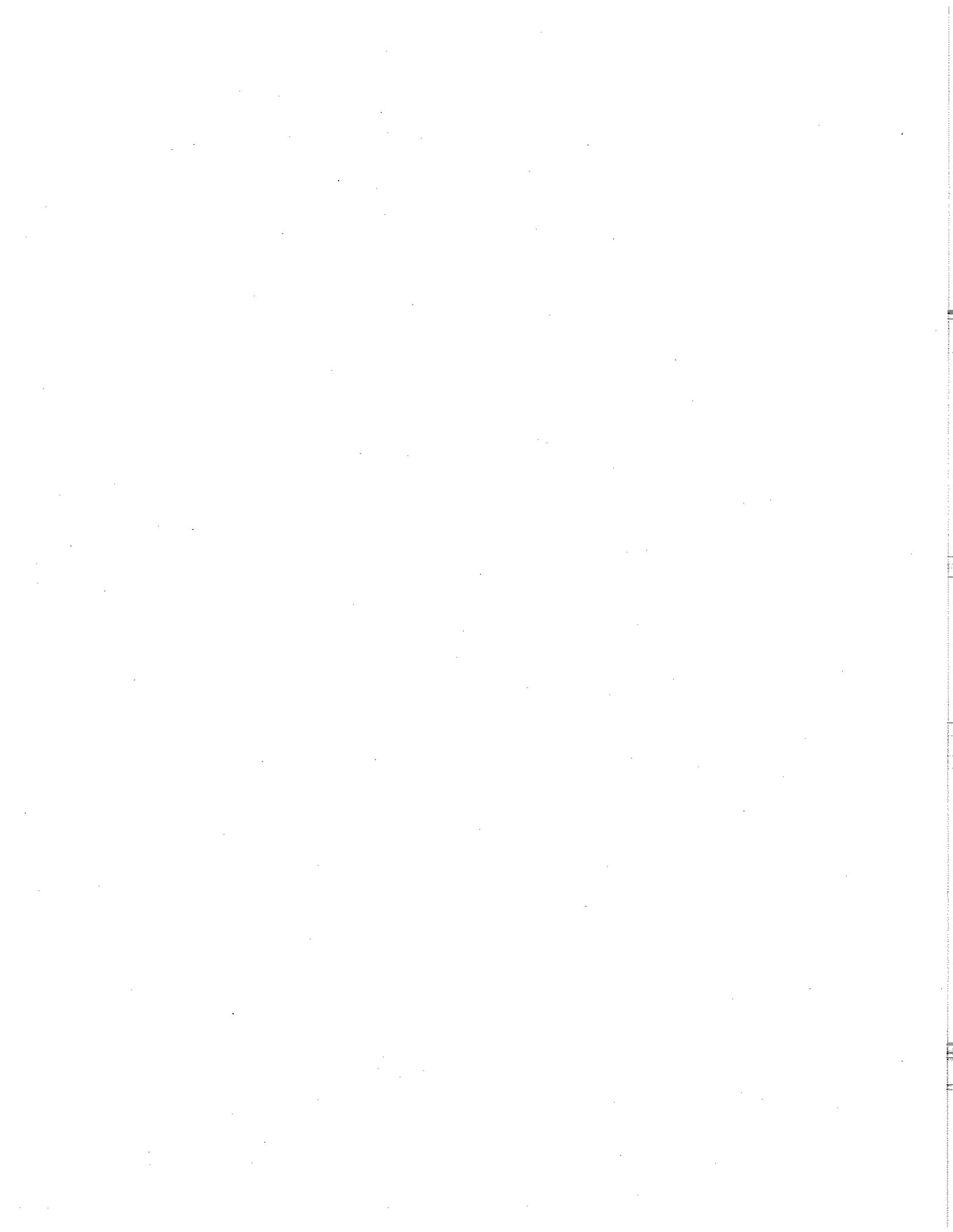


	Sections				Students				Class Enrollment				Res FTES			
	S08	S09*	#(+/-)	%(+/-)	S08	S09*	#(+/-)	%(+/-)	S08	S09*	#(+/-)	%(+/-)	S08	S09*	#(+/-)	%(+/-)
Alameda	468	446	-22	-5%	5,948	6,158	210	4%	13,815	11,871	-2,144	-16%	1,488	1,577	89	6%
Laney	967	1,004	37	4%	12,438	13,322	884	7%	28,960	33,055	4,095	14%	3,557	3,697	140	4%
Merritt	525	480	-45	-9%	6,943	6,820	-123	-2%	13,017	13,474	457	4%	1,788	1,744	-44	-2%
BCC	438	462	24	5%	5,731	6,299	568	10%	12,796	13,929	1,133	9%	1,572	1,666	94	6%
District	2,398	2,392	-6	0%	26,424	27,164	740	3%	68,588	72,129	3,541	5%	8,405	8,684	279	3%

* Section counts per College Schedulers, BCC as of 2/26/2009, others as of 2/25/09

	Total FTES			
	S08	S09*	#(+/-)	%(+/-)
Alameda	1,562	1,684	122	8%
Laney	3,793	4,014	221	6%
Merritt	1,824	1,808	-16	-1%
BCC	1,687	1,826	139	8%
District	8,866	9,332	466	5%

RESIDENT FTES	
19,366	2007-08 Actual
19,566	2008-09 Target
8,282	Spring 2009 Target
2,131	Summer 2008
8,866	Fall 2008
347	Fall 2008 Positive Attendance
<u>8,684</u>	Spring 2009
20,028	as of April 7, 2009



PERALTA STUDENT EMAIL SYSTEM

Summary: Microsoft Exchange Email Accounts have been created for all students enrolled in the *Spring, 2009 term as well Fall, 2008*. Students simply access the following URL www.exchangelabs.com and sign into their new account. Microsoft provides a tool that will enable us to gather a count as to statistics regarding the number of students who have accessed their Peralta student email account.

We will continue to use the students personal email accounts located on class rosters to send faculty-to-student emails. The personal email accounts will be available until the start of the *Summer, 2009* term at which time students will be reached through their Peralta student email accounts.

Background:

- Exchange Lab Accounts have been created for all students enrolled in the *Spring, 2009 term as well as Fall, 2008*.
- An email blast was sent to students with instructions for accessing their Peralta email account along with information for obtaining assistance from Microsoft Exchange Labs and the District Information Technology Department. Students will need to access their accounts and complete the registration form which will enable their password recovery feature.

For Faculty: Please encourage your students to access and become familiar with their Peralta Student email system before the start of the *Summer, 2009* term. Should they have any questions or issues, please refer them to helpdesk@cc.peralta.edu or www.peralta.edu/studentemail

For those students who are interested, training on the various features of their Peralta student email system will be provided by Microsoft Exchange Labs at each college location. Training dates will be announced..

For more information, please visit www.peralta.edu/studentemail

Please refer questions or requests for student assistance to helpdesk@cc.peralta.edu

Dear Students.

The Peralta Student Email System is now available at this time for students enrolled in the Spring, 2009 term as well as Fall, 2008. The student email system is hosted by MicroSoft Exchange Labs.

IMPORTANT: After you sign in you must complete the registration form To access your student email account go to:

www.exchangelabs.com

Use your Passport User ID and add @cc.peralta.edu for login ID.

example jacr1234@cc.peralta.edu, the password is the same as your Passport password.

Your username and password are ALL LOWER CASE More online help is available at:

Video Tutorial is available at <http://peralta.edu/apps/pub.asp?Q=148&B=4>

Microsoft Exchange Labs

<http://technet.microsoft.com/en-us/exchangelabshelp/default.aspx>

Frequently Asked Questions for End Users - Exchange Labs

<http://technet.microsoft.com/en-us/exchangelabshelp/bb896612.aspx>

For additional assistance contact:

helpdesk@cc.peralta.edu.

In your email, please include a brief description of your issues along with the following:

Full name

Student ID#

Passport User ID

Do not reply to this email address it is use for sending out email only

Berkeley City College

Registration Guidelines for Matriculating Students



Step 1: On-Line Admissions for the Peralta Community College District

- Go to www.peralta.edu and click the **Enroll Now** link
- Click the **Apply for Admissions** link and follow the CCCApply instructions to complete your online application
- Peralta will send you an email message with instructions on how to login to your student homepage
- You are now ready to complete the next steps (see below) of the registration process: orientation, assessment, and counseling

Step 2: Orientation

The Orientation session is designed to acquaint you with the College's programs and services. The Orientation occurs in the same session as your assessment testing (step 3).

Step 3: Assessment

The assessment test results (reading, writing, and mathematics) are used in conjunction with other information you provide to help you select appropriate courses. At the conclusion of the session you will receive the results of your assessment tests, and a matriculation checklist stamped "complete" for both Assessment and Orientation.

Step 4: Counseling (PACE students: make an appointment with the PACE counselor, please call 981-2925.)

You will need to meet with a counselor (at 2050 Center Street) to discuss your assessment information, and to plan your program of study. Counselors may be seen during registration periods on a drop-in basis. **Please check for the current counseling hours posted in the Student Services/Counseling Area, or call the BCC switchboard at 981-2800 and inquire.** Your counselor will sign the matriculation checklist which will need to be turned in to Admissions and Records. Once submitted, you will be eligible to enroll in the classes you and your counselor have selected. (Drop-in counseling is generally available M-Th, 8:30am-7:00pm, and during registration periods on Fridays until 4:00pm.)

Step 5: On-Line Enrollment process (PACE students will enroll with the PACE counselor.)

- Go to www.peralta.edu and click on the **Enroll Now** link
- Click the **Activate My Account** link and follow instructions to set your password
- Open your account using your UserID (SSN) and Password (DOB, for example, 05/06/1980) and click **Activate the Account**
- Click the **Self Service** link—answer the series of questions and submit (if the link is not showing, use the drop-down menu to find **Self Service**)
- Now you are at the **Student Center** and your **Homepage**
- Under the **Academics** portion you will see the **Enrollment** link
- To add a class, click the **Add a Class** link and follow the instructions
- To drop a class, click the **Drop a Class** link and follow the instructions

(over)

Step 6: Payment of Fees

There are several ways to pay your fees. However, before doing so, explore financial aid options. Many students will be eligible for grants and fee waivers to help meet educational costs. If you qualify, you may not need to pay any fees.

If you must pay fees, you may pay in person (by cash, check, or credit card) at the College cashier's office. Cashier office hours are: Monday and Tuesday 8:30 a.m. – 7:00 p.m., and Wednesday – Friday 8:30 a.m. – 5:00 p.m.

Or you may mail a check to the College cashier's office, payable to Berkeley City College (2050 Center Street, Berkeley, CA 94704).

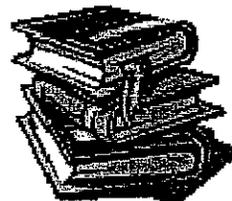


Step 7: Photo Identification

All students should obtain a free photo identification card. Take your official registration receipt to Room 511 to obtain your ID. The ID card may enable you to receive discounts at various establishments. Please call 981-5028, to inquire about current hours and evening appointments.

Step 8: Purchase of Textbooks

Once enrolled, you will need to purchase textbooks for your classes. BCC has a bookstore on the 5th floor near the student lounge. Take your official registration receipt with you when you go to purchase your textbooks. You may also visit the Office of Instruction or Student Services to review the textbook lists.



Berkeley City College Class Locations

Remember: BCC courses are held in several locations, some listed below. Be sure to check room locations on your class schedule so you know where your classes will take place.

Berkeley City College
2050 Center Street

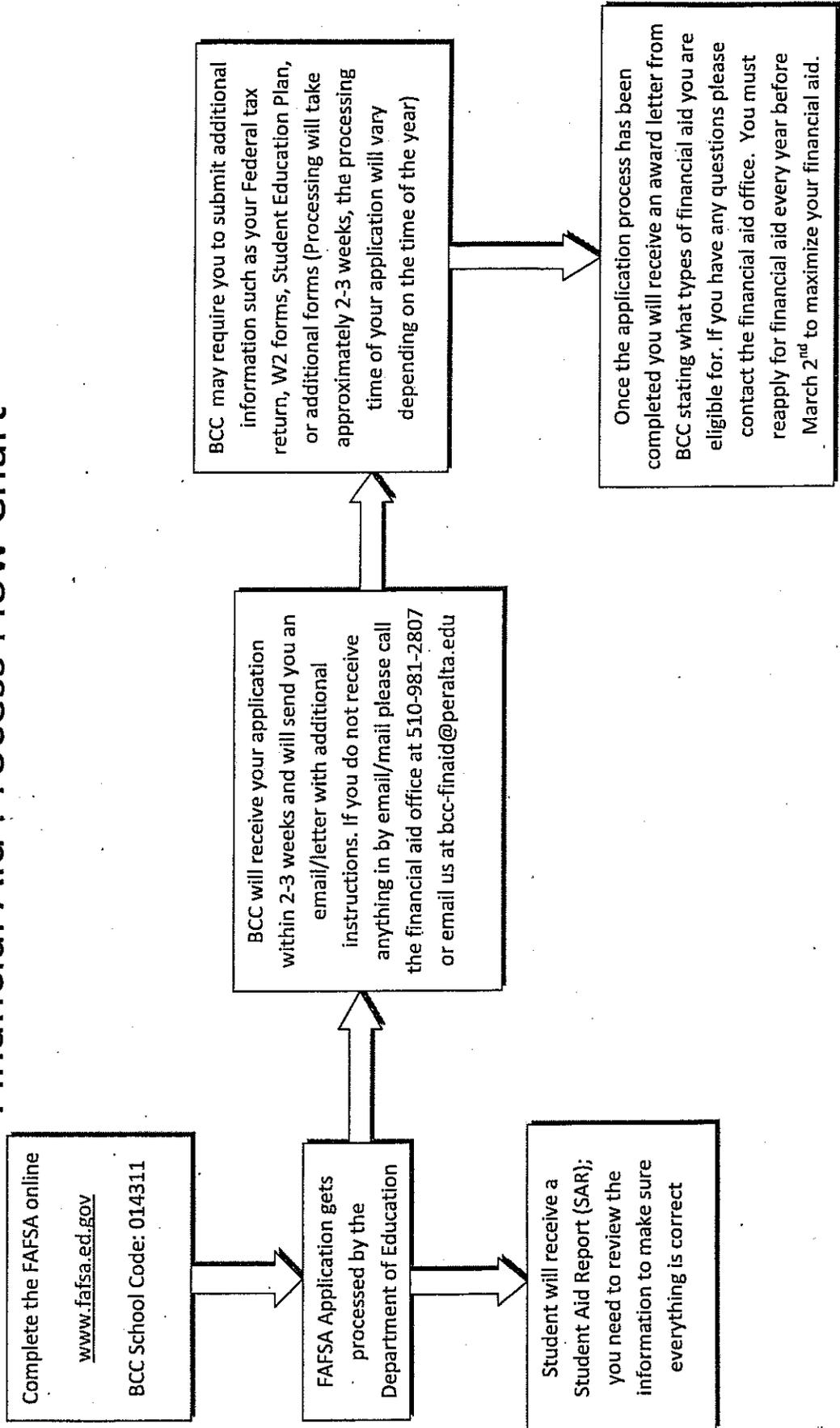
University of California, Berkeley
Various buildings

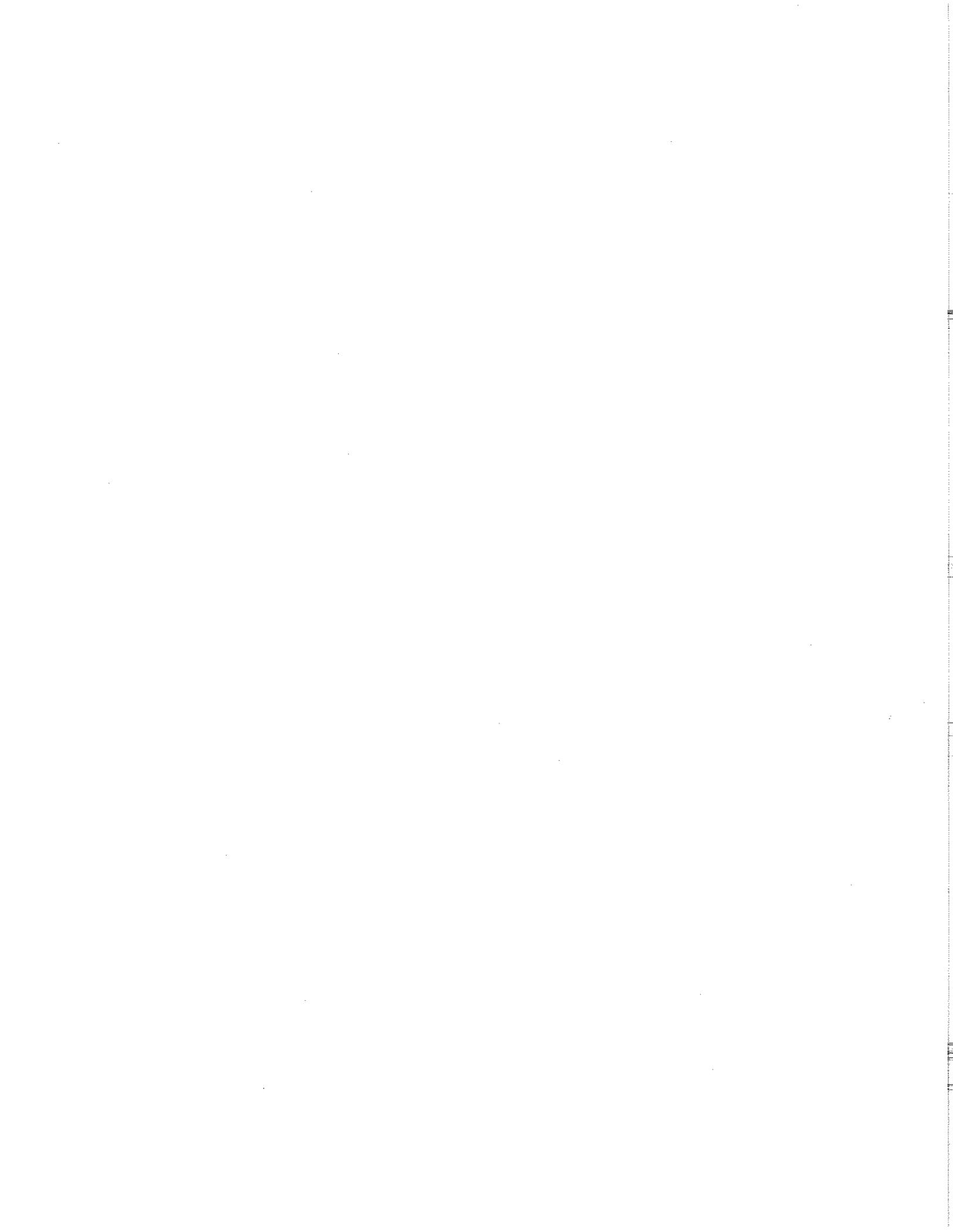
Other community sites

Get off to a good start: Attend all classes regularly!
Contact us if you have any questions.



Financial Aid Process Flow Chart





BERKELEY CITY COLLEGE

WELCOME CENTER

STUDENT AMBASSADOR TRAINING HOURS

MONDAY 9AM TO 7PM

TUESDAY 9AM TO 7PM

WEDNESDAY 9AM TO 5PM

THURSDAY 9AM TO 5PM

FRIDAY 9AM TO 5PM

- If you need help with navigating PASSPORT
- Adding and dropping classes
- Activating your email account
- Enrollment & the CCC Apply Application

The Student Ambassadors are available to train YOU! on how to use this system. Drop in between the hours posted and let the Ambassador working know what you need training on.



Spring 2009 Compared to Spring 2008 FTEF and FTES Comparisons

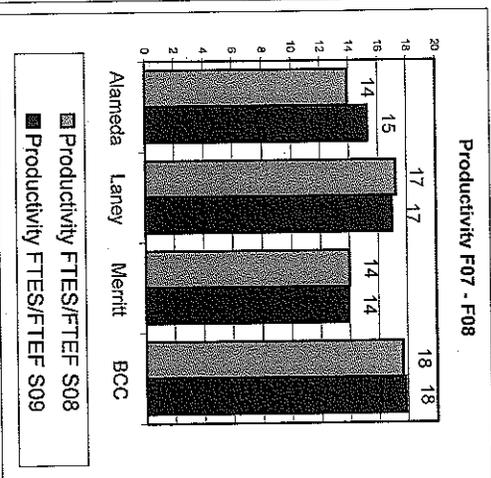
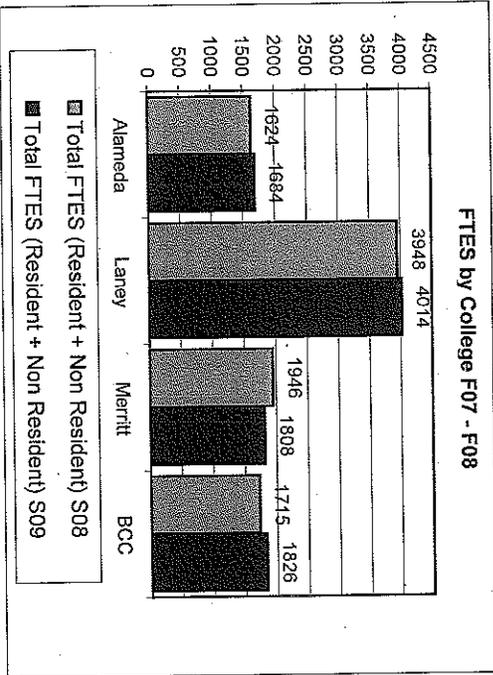
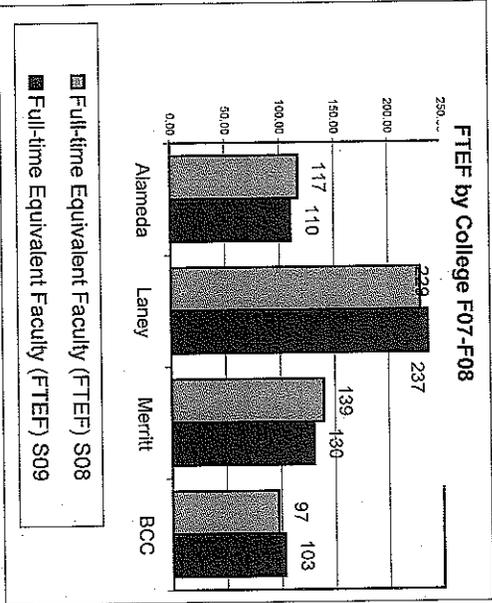
April 7 2009

	Full-time Equivalent Faculty (FTEF)			
	S08	S09	#(+/-)	%(+/-)
Alameda	116.94	110.19	-6.75	-6%
Laney	229.46	236.87	7.41	3%
Merritt	139.35	130.24	-9.11	-7%
BCC	97.18	102.50	5.32	5%
District	582.93	579.80	-3.13	-1%

Spring 08 using end of term enrollments

	Total FTES (Resident + Non Resident)			
	S08	S09	#(+/-)	%(+/-)
Alameda	1624	1684	60	4%
Laney	3948	4014	66	2%
Merritt	1946	1808	-138	-7%
BCC	1715	1826	111	6%
District	9233	9332	99	1%

	Productivity FTES/FTEF		
	S08	S09	#(+/-)
Alameda	13.89	15.28	1.40
Laney	17.21	16.95	-0.26
Merritt	13.96	13.88	-0.08
BCC	17.65	17.81	0.17
District	15.84	16.10	0.26



source:
 FTES from Legacy ENR 2007, Peoplesoft ENR 2008
 FTEF from 2007 Research Data Download, FTEF 2008 from Peoplesoft Class Inst Table

Increased productivity even before positive attendance is added for Spring 09

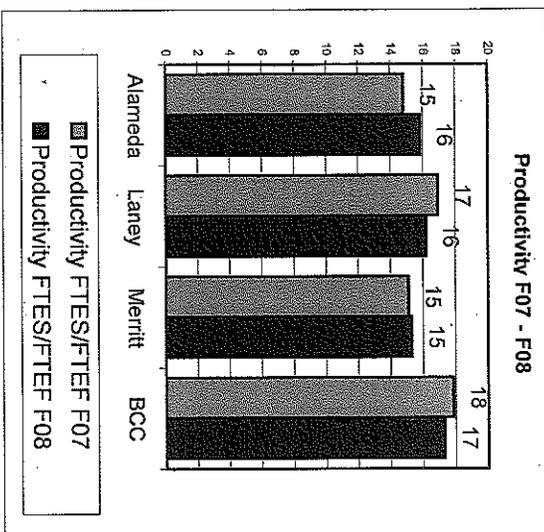
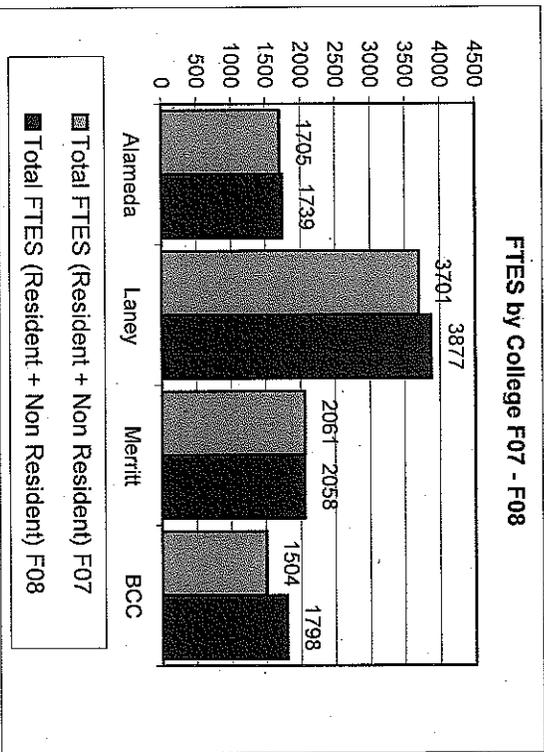
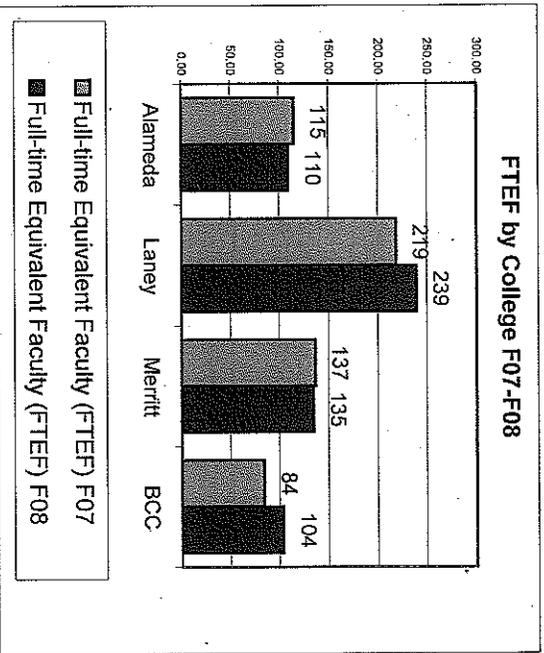
Fall 08 to Fall 07 FTEF, FTES and Productivity Comparisons

End of Term for both 07 and 08

	Full-time Equivalent Faculty (FTEF)			
	F07	F08	#(+/-)	%(+/-)
Alameda	115.11	109.71	-5.40	-5%
Laney	218.50	239.35	20.85	10%
Merritt	136.57	134.60	-1.97	-1%
BCC	84.25	103.80	19.55	23%
District	554.43	587.46	33.03	6%

	Total FTES (Resident + Non Resident)			
	F07	F08	#(+/-)	%(+/-)
Alameda	1705	1739	34	2%
Laney	3701	3877	176	5%
Merritt	2061	2058	-3	0%
BCC	1504	1798	294	20%
District	8971	9472	501	6%

	Productivity FTES/FTEF		
	F07	F08	#(+/-)
Alameda	14.81	15.85	1.04
Laney	16.94	16.20	-0.74
Merritt	15.09	15.29	0.20
BCC	17.85	17.32	-0.53
District	16.18	16.12	-0.06



Source
 FTEF from Legacy ENR 2007, Peoplesoft ENR 2008
 FTES from 2007 Research Data Download, FTEF 2008 from Peoplesoft Class Inst Table

HIGH SCHOOL

Enrollment Strategies

Summer & Fall 2009

- High School concurrent enrollment brochure.
- Student e-mail, information card.
- Student e-mail system, summary.
- Outreach projects March/April 2009.
- Proposed audit/action petition, adult learning, degree holders rapid registration.
- Draft paper application.
- Welcome center student ambassador Passport Training.
- Tips for using CCCApply.
- Tips for using Passport.





Peralta Colleges Audit Action Petition

A student who wishes to attend a course without taking examinations or receiving credit for the course may register on an audit basis with faculty written approval. The desired course(s) listed below are only for personal enrichment and skill building. It is the student's responsibility to discuss the Audit Action Petition with the instructor before the last drop date expires (the last drop date is listed at www.peralta.edu, on in your Passport Student Center and in the class schedule.) Tuition and fees are charged at the regular rates. Regular attendance at all class meetings is your responsibility, but completion of written assignments is not mandatory. The student must complete this Audit Action Petition and obtain the instructor's signature. It is important that the complete the form is and take to the Admissions & Records Office as soon as possible for the audit action to be approved and posted.

College: Berkeley City College College of Alameda Laney College Merritt College

Term: Summer Fall Spring Year: _____

Name: _____ Student ID #: _____

Last
First
M.I.

Address: _____

Street
City
State
Zip

Phone #: _____ Email: _____

Course Information:

Dept/Course #:	Course Title:	Course Code:	Units:	Instructor:	Instructor Signature:



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Term: Summer Fall Spring Year: _____

Name: _____ Student ID #: _____

Last
First
M.I.

Address: _____

Street
City
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Zip

Phone #: _____ Email: _____

Course Information:

Dept/Course #:	Course Title:	Course Code:	Units:	Instructor:	Instructor Signature:

