** Point of Reference (A):

The black arrows denotes seamless enrollment process. The blue arrow adds steps to the completion of the form



COURSE REPETITION FOR EDUCATIONAL ASSISTANCE CLASSES FOR STUDENTS WITH DISABILITIES DIAGRAM

**Point of Reference (B):

Repeat of educational assistance classes for students with disabilities is allowed any number of times based on an individualized determination that such repetition is required as a disability-related accommodation, for the particular student, for one of the reasons specified in [Title 5, sections 55040(b)(7), 56029]

STEP 1:

The student obtains the Course Repetition for Educational Assistance Classes for Students with Disabilities form from the online Peralta Admissions & Records website. See below

STEP 2:

The student fills out the "Student Information" section of the form, including the course information, and signs the course repetition form

STEP 3:

The **student** makes an appointment with his/her SAS counselor

STEP 4:

The student and SAS counselor meet to review the Course Repetition for **Educational Assistance Classes** for Students with Disabilities form for completeness

All course information must be included on the form prior to submitting to the **Admissions & Records Office

STEP 7B:

If denied, the Admissions & Records Office will NOT enroll the student and will file the form with Course Repetition for Educational Assistance request/s received. A notification will be sent to the student **Process ends**

The Admissions & Records Office reviews the the SAS counselor's decision

STEP 7:

request and proceeds with enrollment based on

STEP 6:

The **student** submits the signed course repetition form to the Admissions & Records Office for processing

STEP 5:

The SAS counselor renders a decision, signs the request, and returns to the student

STEP 7A:

If approved, the Admissions & Records will enroll the student if space allows. Proceed to Step 8.

If at capacity, the student will be notified that they have been added to the waitlist. Admissions & Records will provide next step instructions for completing the enrollment process. Proceed to Step 8A

STEP 9:

The Admissions &

Records Specialist reviews the student's academic record once grades for the term have posted and makes all necessary transcript actions at the end of the semester

STEP 10:

The Admissions

& Records **Specialist** notifies the student and SAS counselor once the transcript notations have been completed

STEP 8:

The Admissions & Records Office informs the student of the enrollment outcome and files the form with other Course Repetition for Educational Assistance requests received

STEP 8A:

The **student** contacts the instructor to request a permission number

STEP 8B:

The **instructor** provides the student with a permission number if they are accepted into the course

**Enrollment from the waitlist is instructor driven. Not all students from the waitlist receive a permission number and will not be enrolled

STEP 8C:

The student provides the Admissions & Records Office to complete the enrollment. Once enrolled, the student is notified

The Course Repetition for Educational Assistance Classes for Students with Disabilities is available on the Peralta Admissions & Records website:

- **https://web.peralta.edu/admissions/files/2020/04/Course-Repetition-for-Special-Classes-2020-need.pdf
- **The student reviews their class schedule to verify enrollment by logging in to their Student Campus Solutions page

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