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ABOUT THIS SUPPLEMENT

The Merritt College Catalog Supplement for 2020 - 2021 is a summary of additions, deactivations, corrections, and changes that have been made in curriculum and policies affecting students since the publication of the 2020 – 2021 Catalog. Changes to curriculum are made on an ongoing basis throughout the academic year and are usually effective for a subsequent term. All individual course additions and changes show the effective term at the end of each entry. All program additions and changes show the effective term after the program title.

ACCURACY STATEMENT

Merritt College endeavors to accurately and fairly present its programs, course descriptions, schedules and policies and to ensure that all information presented here is correct and current as of the date of its release. Merritt College assumes no responsibility for administrative or publication errors. In addition, Merritt College reserves the right to add, amend, modify or withdraw any of its policies, course descriptions, class schedules or other information reflected here as needed. Please check our website at www.merritt.edu/wp/catalog for our catalog supplement and the most current, available information.
NEW COURSES

**BUS 83** (effective term Fall 2020)
**Introduction to Digital Marketing**
- 3 units, 3 hours lecture (GR or P/NP)
- Acceptable for credit: CSU
Basics of digital marketing: Marketing concepts in the context of a business; segmentation, targeting, value propositions, advertising, social media, metrics; and development of a digital marketing plan. 0509.00

**CIS 520 (NONCREDIT)** (effective term Spring 2021)
**Setting the Technical Professional Work Stage**
- 0 units, .23 - .26 hours lecture (P/NP)
Role of the Technical Professional in the workplace: Authority and responsibilities of the Technical Professional as a team member; skills to foster a growth mindset around technical projects which tend to introduce change and new processes; and communication styles for change management, new environments, work norms, knowledge transfer, and code switching in business and technology. 0701.00

**CIS 521 (NONCREDIT)** (effective term Spring 2021)
**Communication for Technical Professionals**
- 0 units, .23 - .26 hours lecture (P/NP)
Communication techniques for accuracy and comprehensiveness: Modes of communication to ensure accurate collection of requirements and expression of technical project objectives; identification of effective personal and professional communication styles; and use of a variety of modes and means of interaction as a technical professional in the workplace. 0701.00

**CIS 522 (NONCREDIT)** (effective term Spring 2021)
**Collaboration, Conflict Resolution as a Technical Specialist**
- 0 units, .26 hours lecture (P/NP)
Facilitation methods for technical specialists as team members: Exercises in clarity of expression and confidence building; responsibilities of the technical professional to claim authority as domain specialist; and application of collaborative team processes, conflict resolution, and problem solving and skills in the professional workplace. 0701.00

**CIS 523 (NONCREDIT)** (effective term Spring 2021)
**Time Management and Organization of Technical Projects**
- 0 units, .26 hours lecture (P/NP)
Timelines and arrangement of technology project tasks and deliverables: Project planning through identification of tasks, artifacts, resources, milestones, and stakeholders; techniques for regular communication of dependencies, risks, and deadlines; and formulation of appropriate ways to express momentum and progress in technical projects. 0701.00
NEW COURSES

CIS 524 (NONCREDIT)  (effective term Spring 2021)
Job Evaluation and Self Assessment for Technology Professionals
• 0 units, .23 -.26 hours lecture (P/NP)
Self-discovery and assessment for the computer systems and technology workplace: Estimating best fit and job identification prior to the job application process, including self evaluation of skill set, assessment skill match, and identification of areas for growth and career advancement. 0701.00

CIS 525 (NONCREDIT)  (effective term Spring 2021)
Resume Writing for Technology Professionals
• 0 units, .26 hours lecture (P/NP)
Use of resume and cover letter to present technical qualifications: Formatting and ordering to align candidate skills and experience with desired positions in technology and computer science, including techniques to help increase effectiveness through use of InterviewStream to develop a polished and confident presentations. 0701.00

CIS 526 (NONCREDIT)  (effective term Spring 2021)
Interview Preparedness for the Technology Professional
• 0 units, .23 -.26 hours lecture (P/NP)
Introduction to the format of interviews for technology positions: Preparation of narrative elements in spoken and written formats; overview of screening process as applied to technology job interviews; and practiced usage of industry specific terms of art, key concepts for effective interviews, strategies, and best practices to distinguish your candidacy and application. 0701.00

CIS 527 (NONCREDIT)  (effective term Spring 2021)
Interview Practice for the Technology Professional
• 0 units, .23 -.26 hours lecture (P/NP)
Preparation and practice for technology interviews: Use of interactive video interview tools to practice descriptions of personal qualities in face-to-face interviews including both panel and one-on-one formats; and demonstrations of competency, explanation of technical jargon, and description of work experience. 0701.00

CIS 107 (effective term Spring 2021)
Administering Cloud Services and Containers
• 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
• Recommended preparation: CIS 71 or CIS 72 and CIS 52, CIS 59
• Acceptable for credit: CSU
Administration of cloud-based information systems: Deployment and management of Infrastructure-as-a-Service (IaaS), Software-as-a-Service (SaaS), and Platform-as-a-Service (PaaS) information systems; performance and redundant deployment of Virtual Machines (VMs), and Command Line Interfaces (CLI) systems management; and deployment of information systems and services without purchase of physical hardware. 0702.0
NEW COURSES

**COUN 507C (NONCREDIT)** (effective term Fall 2020)

*Career Exploration*
- 0 units, .50 - 1 hours lecture (SP)
Job search skills: Resumes, cover letters, telephone skills, networking, and interviewing techniques. 4930.10 (effective Fall 2020)

**HLTOC 101** (effective term Fall 2020)

*Medical Terminology*
- 3 units, 3 hours lecture (GR or P/NP)
- Acceptable for credit: CSU
Comprehensive study of medical terms: Basic word structure, prefixes, and suffixes; and terms pertaining to the body as a whole, as well as most body systems. 1299.00 (effective Fall 2020)

**HLTOC 260** (effective term Fall 2020)

*Emotional Intelligence*
- 2 units, 2 hours lecture (GR)
Concepts and competencies of emotional intelligence for the healthcare worker: Mindfulness, self-awareness, motivation, empathy, social skills, and personal values and strengths; The use of a holistic process for understanding, transforming, and employing emotions to engage in emotion-focused problem solving for self and others. 1261.00 (effective Fall 2020)

**HLTOC 261** (effective term Fall 2020)

*Health Navigator I*
- 2 units, 2 hours lecture (GR)
Skills, knowledge, and attitudes of the health navigator: Role of the health navigator, health inequalities, cultural humility, seven guiding principles for working with clients, initial client interviews, client-centered practices, care management services, home visiting, and effective professional skills. 1261.00 (effective Fall 2020)

**HLTOC 262** (effective term Fall 2020)

*Health Navigator II*
- 3 units, 3 hours lecture (GR)
- Prerequisite: HLTOC 261
Continuation of HLTOC 261: Health promotion of formerly incarcerated people; Recovery support for survivors of trauma; Nutrition and physical activity for health, health outreach, facilitation of community or group health education, community diagnosis and advocacy, community resources referrals, and employment skills. 1261.00 (effective Fall 2020)
NEW COURSES

**HLTOC 263**  (effective term Fall 2020)
Communication Skills for the Health Care Professional
- 3 units, 3 hours lecture (GR)
Principles of effective interpersonal communication for the healthcare worker: Psychological, social, cultural, health status, and linguistic factors that affect personal interactions in a healthcare setting. 1261.00 (effective Fall 2020)

**HLTOC 264**  (effective term Fall 2020)
Chronic Condition Management
- 2 units, 2 hours lecture (GR)
- Prerequisite: HLTOC 101
Fundamentals of supporting individuals with chronic conditions and symptoms: Overview of chronic conditions and health coaching to elicit self-management skills and practices. 1261.00 (effective Fall 2020)

**KIN 20**  (effective term Spring 2021)
Personal Fitness and Conditioning
- 2 units, 2 hours lecture (GR or P/NP)
- Acceptable for credit: CSU
Principles of development of a personal fitness program: Goal setting, self-assessment of fitness, adaptation during fitness program, nutrition principles, and access to online information. 0835.10
BIOL 80B (effective term Spring 2021)

Bird Songing: The Ecology of Bird Songs and Identification by Ear
- .5 - 2.5 units, .5 - 2.5 hours lecture (GR or P/NP)
- Attendance in on-campus classroom lectures required in order to participate in field lectures for additional units.
- Acceptable for credit: CSU

Introduction to the identification, classification, and ecology of birds in terms of how they communicate and use their songs: Emphasis on Central California and Bay Area birds, with special attention paid to birds such as passerines, hummingbirds, and parrots that memorize and learn their songs; concepts relating to how birds sing, learn their songs, mimic one another, and play duets together. 0115.00

BIOSC 55 (effective term Spring 2021)

Beginning Histotechniques
- 5 units, 3 hours lecture, 6 hours laboratory (GR)
- Prerequisite: BIOSC 9 and BIOSC 101 or BIOSC 102 and CHEM 30A
- Acceptable for credit: CSU

Practical applications and skill-building in tissue fixation: Processing, embedding, sectioning, hematoxylinosin staining, microorganism staining, quality control related to routine histological techniques and equipment management. 1205.00

BIOSC 56 (effective term Spring 2021)

Advanced Histotechniques
- 5 units, 3 hours lecture, 6 hours laboratory (GR)
- Prerequisite: BIOSC 55
- Acceptable for credit: CSU

Practical applications of stains: Carbohydrates, amyloid, connective tissues, muscle and nervous tissues, silver stains, introduction to frozen sections, cytology preparation, microwave technology. 1205.00

BIOSC 58 (effective term Spring 2021)

Cytopreparation for the Histotechnician
- 2 units, 1 hour lecture, 3 hours laboratory (GR)
- Recommended preparation: BIOL 2 or BIOL 4
- Acceptable for credit: CSU

Study of cells and cellular preparations related to histotechnology: Applicable lab techniques such as smear tests, staining, and microscopic examination; lab safety; and specimen integrity. 1205.00

BUS 10 (effective term Spring 2021)

Introduction to Business
- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU, UC

Introduction to business: Survey of various phases of business organization, finance, personnel, production, marketing, managerial controls, and government-business relations. 0501.00
COURSE MODIFICATIONS

UPDATES HIGHLIGHTED BELOW IN YELLOW

**BUS 51** (effective term Spring 2021)

*Supervisory Management*
- 3 units, 3 hours lecture (GR)
- Acceptable for credit: CSU

Fundamentals of employee supervision: Organizational, planning, and decision-making skills; leadership, communication, and team-building; and human relations functions. 0506.30

**CHEM 1** (effective term Spring 2021)

*General Chemistry*
- 5 units, 3 hours lecture, 6 hours laboratory (GR)
- Prerequisite: MATH 203 or MATH 211D, and CHEM 30A or satisfactory score on the chemistry assessment or completion of ALEKS chemistry preparation course.
- Recommended Preparation: ESOL 52 or ESOL 52A or ESOL 52B or ENGL 1A or ENGL 1AS
- Acceptable for credit: CSU, UC

General principles of chemistry: Measurements, atomic theory, chemical nomenclature, chemical composition, stoichiometry, reactions in aqueous solution, thermochemistry, electron configurations, periodic properties, chemical bonding, gases, liquids, solids, and solutions. 1905.00

AA/AS GE Area 1; CSU GE Breadth Area B1, B3; IGETC Area 5A, 5C

C-ID: CHEM 110, CHEM 120S (with CHEM 1B)

**CHDEV 52** (effective term Summer 2020)

*Observation and Assessment*
- 3 units, 3 hours lecture (GR or P/NP)
- Prerequisite: CHDEV 51
- Acceptable for credit: CSU

Overview of current assessment developed to promote a better understanding of children, families, and ECE programs: Observation and documentation tools and support for students’ emergent understanding of their own ability to use classroom observations/assessments in order to improve their practices. 1305.40

C-ID: ECE 200

**CHDEV 502** (effective term Spring 2021)

*Introduction to Infant/Toddler Development*
- 0 units, .53 - .75 hours lecture (P/NP or Satisfactory progress)
- Corequisite: ESOL 502

Growth and development of infants/toddlers aged 0-36 months: Physical, cognitive, psycho-social, and creative development; influence of environment on development; feeding concerns; and the child’s impact on the family. 1305.9
COURSE MODIFICATIONS

UPDATES HIGHLIGHTED BELOW IN YELLOW

CHDEV 503 (effective term Spring 2021)
Introduction to Infant/Toddler Curriculum
• 0 units, 0.53 - 0.75 hours lecture (P/NP or Satisfactory progress)
• Corequisite: ESOL 503
Curriculum appropriate for infants/toddlers based on child development principles: Play, language and learning experiences including use of materials and equipment; and hands-on demonstration of curriculum ideas and learning activities. 1305.40

CHDEV 504 (effective term Spring 2021)
Introduction to Early Childhood Development for Family Child Care Providers
• 0 units, 0.53 - 0.75 hours lecture (P/NP or Satisfactory progress)
• Corequisite: ESOL 504
Best practices to support healthy growth and development of children: Stages of development, community and educational resources, and effective communication and guidance. 1305.40

CHDEV 505 (effective term Spring 2021)
Introduction to Early Childhood Education Curriculum for Family Child Care Providers
• 0 units, 0.53 - 0.75 hours lecture (P/NP or Satisfactory progress)
• Corequisite: ESOL 505
Developmentally appropriate curriculum for children: Educational philosophies, age-appropriate activities, and effective learning environments. 1305.40

CIS 71 (effective term Fall 2020)
Introduction to Information Systems Security
• 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
• Prerequisites: CIS 5 or CIS 6 or CIS 7 or CIS 20
• Acceptable for credit: CSU
Fundamental principles of information technology, security and risk management: Hardware, software, processes, communications, applications, and policies and procedures of organizational cyber security and risk management. 0702.00
AA/AS GE Area 4c

CIS 72 (effective term Fall 2020)
Systems and Network Administration
• 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
• Prerequisites: CIS 5 or CIS 6 or CIS 7 or CIS 20
• Acceptable for credit: CSU
Design, development and support of server hardware and software technologies: Disaster recovery and security administration. 0702.00
AA/AS GE Area 4c
C-ID: ITIS 155
COURSE MODIFICATIONS

UPDATES HIGHLIGHTED BELOW IN YELLOW

COSER 21 (effective term Spring 2021)
Psychology/Pharmacology of Drugs of Abuse
- 3 units, 3 hours lecture (GR or P/NP)
- Acceptable for credit: CSU, UC
Introduction to the phenomena of psychoactive substances on human behavior and the human body: Examines factors involved in addiction, both physical and psychological; and examines psychological and physiological effects of various categories of psychoactive substances. 2104.40

COSER 28 (effective term Spring 2021)
Co-Occurring Disorders: Mental Illness and Drug Abuse
- 3 units, 3 hours lecture (GR or P/NP)
- Acceptable for credit: CSU
Assessment, referral, and paraprofessional collaboration in working with substance abusers with psychological disabilities or mental illness: Prevalence and parallels of psychological/mental disabilities and substance abuse; treatment and recovery issues; types of mental health issues found with addiction; and diagnostic criteria, assessment techniques, counseling techniques for paraprofessionals, risk factors, and relapse prevention. 2104.40

COSER 29 (effective term Spring 2021)
Working with Diverse Populations
- 3 units, 3 hours lecture (GR or P/NP)
- Acceptable for credit: CSU, UC
Examination of the various ethnic, racial, and other diverse groups (disability, sexual orientation, etc.) that make up the population of American society: Historical context of the experiences and treatment of various U.S. minority groups; government policies and laws and their impact on these various groups; and society’s response to physical and psychological/mental disabilities. 2104.00
AA/AS GE Area 2, 5; CSU GE Breadth Area D, E

ENGL 5 (effective term Spring 2021)
Critical Thinking in Reading and Writing
- 3 units, 3 hours lecture (GR)
- Prerequisite: ENGL 001A or ENGL 001AS
- Acceptable for credit: CSU, UC
Development of the ability to analyze, criticize, and advocate ideas: Relationship of language to logic, induction and deduction, facts, inferences, judgments, and formal and informal fallacies of language and thought. Instructs in writing about issues of critical thinking to develop both thinking and writing skills. 1501.00
AA/AS GE Area 4a, 4d; CSU GE Breadth Area A3; IGETC Area 1B
C-ID: ENGL 105
COURSE MODIFICATIONS

UPDATE HIGHLIGHTED BELOW IN YELLOW

ESOL 502 (effective term Spring 2021)
English for Infant/Toddler Development
- 0 units, .53 - .75 hours lecture (P/NP or Satisfactory progress)
- Corequisite: CHDEV 502
English language skills for common infant/toddler development topics:
Practice in reading, writing, speaking and listening. 4931.00

ESOL 503 (effective term Spring 2021)
English for Infant/Toddler Curriculum
- 0 units, .53 - .75 hours lecture (P/NP or Satisfactory progress)
- Corequisite: CHDEV 503
English language skills for common infant/toddler curriculum topics: Practice in reading, writing, speaking and listening. 4931.00

ESOL 504 (effective term Spring 2021)
English for Early Childhood Development
- 0 units, .53 - .75 hours lecture (P/NP or Satisfactory progress)
- Corequisite: CHDEV 504
English language skills for common early childhood development topics: Practice in reading, writing, speaking and listening. 4931.00

ESOL 505 (effective term Spring 2021)
English for Early Childhood Education Curriculum
- 0 units, .53 - .75 hours lecture (P/NP or Satisfactory progress)
- Corequisite: CHDEV 505
English language skills for common early childhood education curriculum topics: Practice in reading, writing, speaking and listening. 4931.00

ENVMT 1 (effective term Spring 2021)
Environmental Careers
- 1 unit, 1 hour lecture (GR or P/NP)
- Acceptable for credit: CSU
Career development strategies and exploration of emerging environmental fields: Exploration of green jobs in the non-profit, government, and private sectors, with hands-on training in interviewing and job application preparation. 0115.00
COURSE MODIFICATIONS

UPDATES HIGHLIGHTED BELOW IN YELLOW

**ENVMT 3** (effective term Spring 2021)
Social Issues in Agriculture
- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU, UC

Study of the social side of agriculture and sustainable food production/gardening: Investigation of social justice, food access, food security, and hunger issues on a local and national scale; current debates and conversations related to food systems (both industrial and alternative); and agricultural production and labor issues. 0199.00
AA/AS GE Area 2; CSU GE Breadth Area D; IGETC Area 4G

**ENVMT 5** (effective term Spring 2021)
Bay Area Food Culture
- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU

Food systems and food cultures of the Bay Area: Field trips and case studies of area gardens designed by people of different cultures, documenting the cultural diversity of food and gardens through multiple media. 0199.00
AA/AS GE Area 2, 3

**ENVMT 11** (effective term Spring 2021)
Sustainable Urban and Regional Planning
- 3 units, 3 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

Survey of sustainable urban and regional planning: Overview of the problems and solutions of environmentally and socially sustainable planning of cities, suburbs, and rural areas; history, philosophies and theories of urban planning; rural land use and planning strategies. 0115.00
AA/AS GE Area 2, CSU GE Breadth Area D

**ENVMT 12** (effective term Spring 2021)
Environmental Racism and Justice
- 3 units, 3 hours lecture (GR or P/NP)
- Also offered as AFRAM 38. Not open for credit to students who have completed or are currently enrolled in AFRAM 38.
- Acceptable for credit: CSU, UC

American and global environmental policy and ethics concentrating on their impact on minorities and people of color: Unequal environmental protection; the politics of pollution, race and waste dumping; and the intersection of the Civil Rights and Environmental Justice Movements with an emphasis on civil rights, social justice, white supremacy, and the impact of the Environmental Movement on people of color. 0115.00
AA/AS GE Area 2, 5; CSU GE Breadth Area D; IGETC Area 4C, 4G; UCB American Cultures
COURSE MODIFICATIONS

UPDATES HIGHLIGHTED BELOW IN YELLOW

ENVMT 16 (effective term Spring 2021)
Introduction to Healthy Community Systems
- 3 units, 3 hours lecture (GR or P/NP)
- Acceptable for credit: CSU
Introduction to healthy community systems and their impact on both human and environmental health: Exploration of how “health for all” can be built into neighborhoods and urban plans and policies; includes field projects. 0199.00

ENVMT 35 (effective term Spring 2021)
Introduction to Urban Agroecology
- 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP)
- Acceptable for credit: CSU
Introduction to the expanding production and distribution of healthy food and environmentally sustainable agriculture in and near cities: Organic and intensive agriculture, field methods, policy, economy, ecology, and equity. 0199.00

MATH 3A (effective term Spring 2021)
Calculus I
- 5 units, 5 hours lecture (GR)
- Prerequisite: MATH 1 or MATH 2 and MATH 50 or Appropriate placement through multiple measures assessment process
- Acceptable for credit: CSU, UC
Theorems on limits and continuous functions, derivatives, differentials and applications: Fundamental theorems of calculus and applications; properties of exponential, logarithmic, and inverse trigonometric functions, and hyperbolic functions. 1701.00
AA/AS GE Area 4b; CSU GE Breadth Area B4; IGETC Area 2A
C-ID: MATH 210

PHYS 2A (effective term Spring 2021)
General Physics
- 5 units, 4 hours lecture, 3 hours laboratory (GR)
- Prerequisite: MATH 50
- Acceptable for credit: CSU, UC
Comprehensive study of general physics: Mechanics, properties of matter, thermodynamics, heat, wave motion, and sound. 1902.00
AA/AS GE Area 1; CSU GE Breadth Area B1, B3; IGETC Area 5A, 5C
COURSE MODIFICATIONS

UPDATES HIGHLIGHTED BELOW IN YELLOW

**RLEST 3** (effective term Spring 2021)

Real Estate Brokerage Management
- 3 units, 3 hours lecture (GR or P/NP)
- **Removed Prerequisite**
- Acceptable for credit: CSU

Successful operation of a real estate office: Management, leadership, communications, staffing, market analysis, and finance. 0511.00

**RLEST 9** (effective term Spring 2021)

Real Estate Economics
- 3 units, 3 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

Basic real estate economics: City, neighborhood, and property value changes; analysis of contemporary real estate economic problems; includes field trips. 0511.00

**RLEST 11** (effective term Spring 2021)

Real Estate Escrow Procedures
- 3 units, 3 hours lecture (GR or P/NP)
- Acceptable for credit: CSU

Basic real estate escrow: Procedures, techniques, and areas of responsibility in handling escrows. 0511.10
COURSE DEACTIVATIONS

AFRAM 028 - Survey of Third World through Films (effective term Spring 2021)
AFRAM 048NH - African-American Spirituality for the New Millennium (effective term Spring 2021)
ART 012 - World Art: Visual and Historical Analysis (effective term Spring 2021)
BIOL 005 – Botany (effective term Spring 2021)
BIOL 013 - Principles of Ecology (effective term Spring 2021)
BIOL 022A-B- Human Dissection Laboratory (effective term Summer 2020)
BIOL 035- Introduction to Microscopy (effective term Summer 2020)
BIOL 037 - Genomics Theory (effective term Summer 2020)
BIOL 038 - Practical Genomics (effective term Summer 2020)
BIOL 047 - Strategies for the Biology Teaching Assistant (effective term Summer 2020)
BIOL 062A-H - Natural History of California (effective term Summer 2020)
BIOL 062T - Ecology of Mono Lake and the Mono Craters (effective term Spring 2021)
BIOL 062U - Natural History of the Giant Sequoia in Yosemite and Sequoia/Kings Canyon National Parks
BIOL 062W - Natural History of the Ice Age National Scenic Trail and Ice Age National Scientific Reserve, Wisconsin (effective term Spring 2021)
BIOL 064I - Natural History of Point Reyes National Seashore (effective term Summer 2020)
BIOL 065F - Natural History of Tahiti (French Polynesia) (effective term Spring 2021)
BIOL 080A-H - Birds of Central California and the Bay Area (effective term Summer 2020)
BIOL 348NB - Biology Review for Pre-Nursing Students (effective term Spring 2021)
BUS 053 - Personnel Management (effective term Spring 2021)
BUS 501 - Computer Laboratory for Business (effective term Spring 2021)
CHDEV 220 - Family Child Care for the Beginning Provider (effective term Spring 2021)
# COURSE DEACTIVATIONS

- CHDEV 222A - Key Issues in Child Development: Infant/Toddler I  *(effective term Summer 2020)*

- CHDEV 222B - Key Issues in Child Development: Infant/Toddler II  *(effective term Summer 2020)*

- CHDEV 225A - Introduction to Infant/Toddler Curriculum I  *(effective term Summer 2020)*

- CHDEV 248OK - Engaging Interactions and Environments: Providing a Solid Foundation for Young Children's Development  *(effective term Spring 2021)*

- COMM 013 - Ethnic Perceptions in the Mass Media  *(effective term Spring 2021)*

- COMM 018 - Aging and Communication  *(effective term Spring 2021)*

- COSER 009 - Self Development for Human Services Workers  *(effective term Spring 2021)*

- COSER 016A - Communication: Theory and Practice  *(effective term Spring 2021)*

- COSER 024 - Human Development  *(effective term Spring 2021)*

- CIS 065 - CGI Programming  *(effective term Spring 2021)*

- EMART 010A-D - Special Projects in Ecological Design, Installation and Maintenance  *(effective term Spring 2021)*

- EMART 023A/B/C - Restoration and Monitoring of Watercourses  *(effective term Spring 2021)*

- EMART 024 - From Tree to Sea: A Bay Area Environmental Cross Section  *(effective term Spring 2021)*

- EMART 024A-F - From Tree To Sea: A Bay Area Environmental Cross Section  *(effective term Spring 2021)*

- EMT 221 - Paramedic  *(effective term Spring 2021)*

- ENVMT 034 - From Dams to Greywater: California Water Systems and Alternatives  *(effective term Spring 2021)*

- ENVMT 038ABC - Natural Building  *(effective term Spring 2021)*

- ENVMT 048NF - Regenerative Design II  *(effective term Spring 2021)*

- ENVMT 050 - Special Projects in Ecological Planning, Implementation and Maintenance  *(effective term Summer 2020)*

- ENVMT 210A/B - Environmental Photography and Photo Monitoring I, II  *(effective term Spring 2021)*

- ENVMT 501 - Sustainable Environmental Systems Projects  *(effective term Summer 2020)*
COURSE DEACTIVATIONS

ENVST 048OQ - Natural History of Japan  (effective term Summer 2020)

ENVST 048PD - Natural History of the Maritime Provinces and Newfoundland, Canada  (effective term Summer 2020)

ENVST 049 - Independent Study in Environmental Studies  (effective term Spring 2021)

ENVST 060A - Natural History of the Bay Area: The Local Parks  (effective term Spring 2021)

ENVST 060B - Natural History of the Bay Area: Mt. Diablo State Park  (effective term Spring 2021)

ENVST 060C - Natural History of the Bay Area: Herpetology  (effective term Spring 2021)

ENVST 060D - Natural History of the Bay Area: Fall Herpetology  (effective term Summer 2020)

ENVST 076A-D - Native Americans and the Bay Area Environment: Pre-European, Mission, Rancho and Anglo, and Contemporary Periods  (effective term Spring 2021)

ENVST 078A - American Indians and the Ecology of Hopi/Navajo Land  (effective term Spring 2021)

ENVST 080A - Raptors of Central California and the Bay Area  (effective term Spring 2021)

ENVST 080B - Bird Songing: The Ecology of Bird Songs and Identification by Ear  (effective term Spring 2021)

ENVST 080C - Fundamentals of Ornithology and Birding in Central California/Bay Area  (effective term Spring 2021)

GENSC 248NB - Survey of Health and Science Careers  (effective term Spring 2021)

INSUR 048NA - Introduction to Insurance  (effective term Spring 2021)

INSUR 048NB - Ethics for the Insurance Industry  (effective term Spring 2021)

INSUR 048NC - Principles of Property and Liability Insurance  (effective term Spring 2021)

LANHT 006A - Plant Materials: Fall Herbaceous Plant ID and Culture with Lab (Day)  (effective term Spring 2021)

LANHT 006B - Plant Materials: Spring Herbaceous Plant ID and Culture with Lab (Day)  (effective term Spring 2021)

LANHT 006EA - Plant Materials: Fall Herbaceous Plant ID and Culture (Evening)  (effective term Spring 2021)

LANHT 006EB - Plant Materials: Spring Herbaceous Plant ID and Culture (Evening)  (effective term Spring 2021)

LANHT 007 - Plant Materials: Conifer ID and Culture with Lab (Day)  (effective term Spring 2021)
COURSE DEACTIVATIONS

LANHT 007E - Plant Materials: Conifer ID and Culture (Evening) (effective term Spring 2021)
LANHT 015 - Botany for Horticulture (effective term Spring 2021)
LANHT 021 - Horticultural Equipment Operation, Maintenance and Repair (effective term Spring 2021)
LANHT 046 - Cycles of Land Use: East Bay Field Studies and Interpretation (effective term Spring 2021)
LANHT 048OU - Horticultural Hydroponics (effective term Spring 2021)
LANHT 051ABCD - Natural Landscape Interpretation (effective term Spring 2021)
LANHT 054 - Integrated Pest Management (effective term Spring 2021)
LANHT 204 - Floriculture, Greenhouse Production and Hydroponics (effective term Spring 2021)
LANHT 748NA - Introductory Skills in Landscape Horticulture (effective term Spring 2021)
M/LAT 048 - M/LAT048 (effective term Spring 2021)
NATAM 076A-D - Native Americans and the Bay Area Environment: Pre-European, Mission, Rancho and Anglo, and Contemporary Periods (effective term Spring 2021)
NATAM 078A - American Indians and the Ecology of Hopi/Navajo Land (effective term Spring 2021)
NATAM 078B - Lewis and Clark Expedition: Ecology and Indians, Part I (effective term Spring 2021)
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LANHT 10
**Insects Pests**
- 3 units, 2.5 hours lecture, 1.5 hours laboratory (GR or P/ NP)
- Recommended preparation: LANHT 1 or LANHT 1E
- Acceptable for credit: CSU
Identification and management of local arthropod pests and beneficial populations particular to ornamental plants: Emphasis on non-chemical methods of control; integration of methods used, and development of approaches best suited to controlling pests. 0109.00

Page 307
LANHT 206
**Landscape Business Practices**
- 3 units, 3 hours lecture (GR or P/NP)
Business practices for landscape professionals: Book-keeping, tax records, licensing, insurance, contracts and agreements, employee management, marketing, and job tracking and costing. 0109.10
NEW PROGRAM

Health Navigator
CERTIFICATE OF ACHIEVEMENT
effective term Fall 2020

DESCRIPTION
The Health Navigator Certificate of Achievement program prepares students with the knowledge, skills, and attributes necessary for obtaining work in the fields of healthcare, public health, and human/social services. Working with case managers and other team members, Health Navigators provide guidance, health assessments, health education, health outreach, and community resource referrals to support a client's disease management, lifestyle management, and care coordination. They act as a bridge between the patient, the family, the community, the healthcare team, and the healthcare system. This program can be completed within one year, culminating in a Certificate of Achievement upon satisfactory completion of all requirements.

CAREER OPPORTUNITIES
This certificate prepares students for the many careers related to the title 'Health Navigator,' including, but not limited to: Community Health Workers, Patient (Care) Navigators, Patient Services Advocate, Patient Service Representatives, Human Service Workers, Community Liaisons, and Community Health Advocates.

PROGRAM LEARNING OUTCOMES
Upon successful completion of this program, students will be able to:

1. Demonstrate job readiness by conducting a client-centered interview and applying health navigator core competencies, emotional intelligence, and effective communication skills to clients with diverse backgrounds and barriers to care.
2. Demonstrate job readiness by conducting a client-centered interview using metrics/data for validating value-added services and providing community resources and social service referrals to support formerly incarcerated clients, survivors of trauma, and/or clients with chronic conditions.

PROGRAM REQUIREMENTS

<table>
<thead>
<tr>
<th>Subject #</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Core Courses</td>
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<tr>
<td>HLTOC 101</td>
<td>Medical Terminology</td>
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<td>HLTOC 260</td>
<td>Emotional Intelligence</td>
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<td>HLTOC 261</td>
<td>Health Navigator I</td>
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<td>HLTOC 262</td>
<td>Health Navigator II</td>
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<td>HLTOC 263</td>
<td>Communication Skills for the Health Care Professional</td>
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<tr>
<td>HLTOC 264</td>
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Total Units 17
RECOMMENDED ONE-YEAR COURSE SEQUENCE

Students can use the following pattern to complete the Health Navigator Certificate of Achievement program. This is only one possible pattern. It maps a sequence of courses to help students complete their certificate, regardless of the semester they begin class. This map does not replace consulting with a counselor. Students are advised to meet with a counselor at least once each semester to develop their individual Student Education Plan (SEP) and plan for their educational goals.

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<th>Subject #</th>
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<td>HLTOC 101</td>
<td>Medical Terminology</td>
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CONSERVATION AND RESOURCE MANAGEMENT
CERTIFICATE OF ACHIEVEMENT
EFFECTIVE FALL 2020

DESCRIPTION
The Conservation and Resource Management Certificate of Achievement offers students a practical approach to ecological management practices. Students learn basic concepts of environmental science, are prepared for more specialized coursework, and establish minimum qualifications for entry-level employment.

Students in the Conservation and Resource Management program will:
• Build a solid foundation in the principles of ecology, and then learn to apply them to solve environmental problems.
• Focus on habitat restoration, natural resource conservation and management, water quality and watershed analysis, outdoor education, urban planning, and vegetation surveys.
• Participate in field trips and field-based courses to sites around the Bay Area.

CAREER OPPORTUNITIES
Students will be trained for entry-level work in three main areas relating to nature and the environment: (1) non-profit organizations; (2) government agencies, such as parks, water agencies, and open spaces; (3) environmental consulting firms. Internship opportunities will be provided, as well as pathways to transfer to environmental programs at four-year universities.

PROGRAM LEARNING OUTCOMES
Upon successful completion of this program, students will be able to:
1. Articulate the history of the conservation movement in the U.S. (with particular emphasis on California) and put the current state of natural resource management in its proper historical context.
2. Explain basic principles of ecology and how these principles are used in management and stewardship of natural spaces.
3. Demonstrate an understanding of how parks and other public natural spaces operate and function.
4. Demonstrate practical field skills used in the management and stewardship of natural resources.

PROGRAM REQUIREMENTS

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<tr>
<th>Subject #</th>
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<td>ENVMT 2</td>
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<td>ENVMT 55</td>
<td>Principles of Conservation and Land Management</td>
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<td>Management of Public Parks and Natural Resources</td>
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<td>ENVMT 57</td>
<td>Park Operations Practice and Skills</td>
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<td>ENVMT 12</td>
<td>Environmental Racism and Justice</td>
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<td>or</td>
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<td>Select a minimum of 2 units from the following:</td>
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<td>ENVMT 11</td>
<td>Sustainable Urban and Regional Planning</td>
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<td>ENVMT 14</td>
<td>Environmental Impact Reports</td>
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<td>From Tree to Sea: A Bay Area Environmental Cross Section</td>
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<td>ENVMT 44</td>
<td>Introduction to Creek and Watershed Restoration</td>
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<td>LANHT 81</td>
<td>Arborist Equipment Fundamentals</td>
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<tr>
<td>BIOL 9</td>
<td>Marine Biology</td>
<td>4</td>
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<tr>
<td>BIOL 29</td>
<td>Introduction to Biodiversity</td>
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<tr>
<td>BIOL 60A</td>
<td>Natural History of the Bay Area: The Local Parks</td>
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<tr>
<td>BIOL 60B</td>
<td>Natural History of the Bay Area: Mt. Diablo State Park</td>
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<td>Natural History of the Bay Area: Herpetology</td>
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<td>Natural History of the Tide Pools of the Greater Bay Area</td>
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<td>Natural History: Mammals of the Greater Bay Area</td>
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<td>BIOL 61H</td>
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<td>Natural History of the Bay Area: Bryophytes</td>
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<td>Natural History of the Bay Area: Lichens</td>
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<td>BIOL 62S</td>
<td>Natural History of the Islands of California</td>
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<td>Raptors of Central California and the Bay Area</td>
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<td>BIOL 80B</td>
<td>Bird Songing: The Ecology of Bird Songs and Identification by Ear</td>
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<td>BIOL 80C</td>
<td>Fundamentals of Ornithology and Birding in Central California/Bay Area</td>
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<td>BIOL 80D</td>
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<td>Introduction to Physical Geology</td>
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<td>Plant Materials: Tree ID and Culture with Lab (Evening)</td>
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<td>LANHT 45A</td>
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<td>LANHT 50</td>
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<tr>
<td>NATAM 76E</td>
<td>California Indian Ecology of the Central Coast</td>
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**Total Units**: 29
NATURAL HISTORY AND RESOURCES
CERTIFICATE OF ACHIEVEMENT

DESCRIPTION
The Natural History & Resources Certificate of Achievement educates students on the biodiversity of the Bay Area and beyond and how that biodiversity interacts with humans in different ecosystems and scales. Coursework provides a foundation on local flora, fauna, and geology, as well as an ecosystem-driven approach to explore natural resources such as water, forests, and ecosystem services. Graduates of the program can expect to be prepared for entry-level employment in the field of natural resources and the environment.

In the Natural History & Resources Program, students will...
- Discover the vast diversity of animals, plants, fungi, and microscopic organisms through courses in botany, ornithology, entomology, herpetology, and more.
- Learn the principles of biogeography and the interplay between biology and geology.
- Participate in field trips and field courses around the Bay Area and beyond.

CAREER OPPORTUNITIES
The Natural History and Resources Certificate of Achievement prepares students for careers focused on organismal diversity and ecosystem functioning, specifically the positions of biological technician, ecological technician, ecological restoration technician, nature interpreter, field technician, biological consultant, and environmental consultant working for natural resource government agencies, environmental non-profits, and environmental consulting firms.

PROGRAM LEARNING OUTCOMES
Upon successful completion of this program, students will be able to:

1. Provide an overview of the form and function of local biodiversity (flora and fauna) and understand the ecological roles of these organisms.
2. Demonstrate an understanding of the various ecosystems and natural resources in the Bay Area and their importance.
3. Demonstrate practical skills, such as species identification, field documentation, and environmental impact report preparation, used by professionals in the field.

PROGRAM REQUIREMENTS

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<tr>
<th>Subject #</th>
<th>Title</th>
<th>Units</th>
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<td>BIOL 29</td>
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<td>ENVMT 1</td>
<td>Environmental Careers</td>
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<td>ENVMT 2</td>
<td>Introduction to Sustainable Environmental Systems</td>
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<td>GEOG 1</td>
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<td>ENVMT 12</td>
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Major Elective Courses

Select a minimum of 9 units from the following

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<td>LANHT 16</td>
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<td>Plant Terminology</td>
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**Interdisciplinary Elective Courses**

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<td>COPED 476F</td>
<td>Occupational Work Experience in Environmental Management and Technology</td>
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<tr>
<td>ENVMT 55</td>
<td>Principles of Conservation and Land Management</td>
<td>3</td>
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<tr>
<td>ENVMT 56</td>
<td>Management of Public Parks and Natural Resources</td>
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<tr>
<td>ENVMT 57</td>
<td>Park Operations Practice and Skills</td>
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<td>ENVMT 8</td>
<td>Introduction to Outdoor Education</td>
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<td>ENVMT 11</td>
<td>Sustainable Urban and Regional Planning</td>
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<td>ENVMT 14</td>
<td>Environmental Impact Reports</td>
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<tr>
<td>ENVMT 40</td>
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<td>Introduction to Creek and Watershed Restoration</td>
<td>3</td>
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<td>LANHT 81</td>
<td>Arborist Equipment Fundamentals</td>
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<td>ENVMT 5</td>
<td>Oakland Food Culture</td>
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<td>ENVMT 35</td>
<td>Introduction to Urban Agroecology</td>
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**Total Units** 26

**RECOMMENDED TWO-YEAR COURSE SEQUENCE**

Students can use the following pattern to complete a Natural History & Resources Certificate of Achievement. This is only one possible pattern. It maps a sequence of courses to help students complete their certificate, regardless of the semester they begin.
This map does not replace consulting with a counselor. Students are advised to meet with a counselor at least once each semester to develop their individual Student Education Plan (SEP) and plan for their educational goals.

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<td>ENVMT 2</td>
<td>Introduction to Sustainable Environmental Systems</td>
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<td>ENVMT 2L</td>
<td>Introduction to Sustainable Environmental Systems Lab</td>
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<td>Elective</td>
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<tr>
<td>Elective</td>
<td>Major Elective</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>2nd Semester Units</strong></td>
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</tr>
<tr>
<td>3rd Semester</td>
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<tr>
<td>ENVMT 1</td>
<td>Environmental Careers</td>
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</tr>
<tr>
<td>ENVMT 12</td>
<td>Environmental Racism and Justice</td>
<td>3</td>
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<td>or</td>
<td></td>
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<tr>
<td>AFRAM 38</td>
<td>Environmental Racism and Justice</td>
<td>(3)</td>
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<tr>
<td>Elective</td>
<td>Interdisciplinary Elective</td>
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<td>4th Semester</td>
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PROGRAM DEACTIVATION
EFFECTIVE FALL 2020

Natural History, Certificate of Proficiency

Administrative Assistant, Associate in Arts Degree

Administrative Assistant, Certificate of Achievement

Business Information Processing, Associate in Arts Degree

Ecological Restoration, Ranger, Naturalist And Outdoor Education, Associate in Science Degree

Internet Programming, Certificate of Proficiency

Legal Office Assistant, Certificate of Proficiency

Office Administrator, Certificate of Proficiency

Retail Clerk, Certificate of Proficiency

Small Business Management, Certificate of Proficiency
ADMISSIONS, ENROLLMENT AND FEE POLICIES

AC TRANSIT EASYPASS FEE (PAGE 32)
Proposition A* requires all Peralta students enrolled in six or more units to pay an AC Transit EasyPass bus pass fee of $44.50 each semester, thereby making them eligible to receive an AC Transit EasyPass bus pass. Students with EasyPass can ride all AC Transit bus lines, including local and Transbay service, at all times. The AC Transit EasyPass fee is collected at the time of enrollment every semester. For more information and program updates visit, www.peralta.edu/student-services/ac-transit-easypass/ or email easypass@peralta.edu.

*PCCD Student Government passed Proposition A in the May 2009 and again in May 2016. See Administrative Procedure 5030 (Student Fees)

NONRESIDENT TUITION (PAGE 31)
If you are not a legal resident of California for one year and one day prior to the first day of the term, you will be charged Nonresident Tuition of $265 per semester unit unless you qualify for the nonresident status known as “AB 540”. Nonresident students must pay Nonresident Tuition in addition to Campus Center Use Fee, Health Services Fee, and AC Transit Fee. Note: You pay all other fees unless specifically exempted from paying a particular fee.

TRANSCRIPT FEES- AB 13 (PAGE 33)
Students can order official transcripts even if they owe college or district fees and tuition, however, transcript order fees must be paid at the time transcripts are requested. The Peralta Community College District has retained Credentials Solutions, Inc. to accept transcript orders online through a secured site. Fees to order official transcripts are located at www.peralta.edu/admissions.

Official transcripts include all coursework completed at Berkeley City College, College of Alameda, Laney College, and Merritt College.
ADMINISTRATIVE PROCEDURE 5030 STUDENT FEES

I. Campus Center Use
   A. In accordance with California Education Code Section 76375, the Peralta Community College District may establish a Campus Center use fee for students for the purpose of operating a student body center.
   B. The current fee is $2 per semester per campus.
   C. In accordance with Title 5, section 56610, the fee is subject to change only after a favorable vote of two-thirds of the students voting in a student election.
   D. Students exempt from the Campus Center Use fee include:
      1. Student enrolled in non-credit courses
      2. Recipients of Temporary Assistance to Needy Families (TANF), SSI/SSP, or general assistance.
      3. Contract education students enrolled in non-appointment courses.
      4. All special admit students (see AP 5011);
   E. This fee is refundable if the student drops all units on or before the last day to drop regular session credit classes.

II. Student Representation Fee (Education Code Section 76660.5)
   A. A student representation fee of $2 per College, per semester, for each enrolled student, shall be used to provide support for student governmental affairs representation ($1) and for the Student Senate of the California Community Colleges ($1). A student may refuse to pay the fee for religious, political, financial, or moral reasons and shall submit such refusal in writing. The Chief Business Officer of the District shall have custody of the money collected pursuant to the Education Code, and the money shall be disbursed for the purposes described above upon the order of the Associated Student Government. The student representation fee authorized by Education Code may be terminated by a majority vote of the students voting in an election held for that purpose. The election shall be called and held in compliance with regulations of the Board of Governors of the California Community Colleges and shall be open to all regularly enrolled students of the community college.
   B. Students exempt from the Student Representation Fee include:
      1. Special admit students (see AP 5011).
      2. Students who are only enrolled in non-credit courses.
   C. This fee is refundable on or before the last day of the term for which the fee is charged.

III. Capital Outlay
   A. In accordance with California Education Code Section 76141, the Peralta Community College District may establish a Capital Outlay fee for students who are not California Residents. As of Fall 2018 the fee is $7 per unit.
   B. This fee is refundable if the student drops all units on or before the last day to drop regular session credit classes. There will be no refund after this date.

IV. Enrollment
   A. In accordance with California Education Code Section 76300 and 76300.5, students enrolling at the Peralta Community College District will be charged an enrollment fee as established periodically by the State of California.
   B. The current fee is $46 per unit. The fee is subject to change by the state legislature and applies to credit courses only.
   C. Students exempt from the Enrollment fee include:
      1. Students who meet the criteria for the California College Promise Grant and Special admit-students (see AP 5011);
      2. Student enrolled in an approved apprenticeship program;
      3. Contract education students enrolled in non-appointment courses; and
      4. Students who are only enrolled in non-credit courses.
   D. This fee is refundable if the student drops on or before the last day to drop regular session credit classes.
E. Students who fail to pay the enrollment fee or non-resident tuition by two weeks before the semester start date shall be dropped from their classes for non-payment of fees. Students who enroll in classes subsequent to two weeks before the semester start date, but do not pay the enrollment fee, will be subject to the penalties described in Board Policy 5035 as of the first day of classes. The only possible exemptions from the mandatory drop and/or penalties for non-payment are listed in section IV.C above and section XII below.

F. The Vice Chancellor of Finance and Administration is authorized to participate in the state Chancellor’s Tax Offset Program (COTOP) in order to recover outstanding student debts.

V. Health Fee

A. In accordance with California Education Code Section 76955, the Peralta Community College District may establish a student health fee.

B. The current fee is $18 per Fall and Spring semester and $15 per Summer semester. The fee is subject to increase by the same percentage increase as the Implicit Price Deflator for State and Local Government Purchase of Goods and Services. Whenever the calculation produces an increase of $1 above the existing fee, the fee may be increased by $1.

C. Students exempt from the Health fee include:
   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;
   3. Contract education students enrolled in non-appointment courses;
   4. Special admits students enrolled in 11 to 15 units or less (see AP 5011); and
   5. Students who are only enrolled in non-credit courses.

D. This fee is refundable if the student drops all units on or before the last day to drop regular session credit classes.

VI. International Application Fee

A. In accordance with California Education Code Section 76142, the Peralta Community College District may establish an International Application Fee.

B. The application fee is due and payable with submission of an application for admission into one of the Peralta Community College District’s Colleges by an international applicant.

G. This $50 fee is non-refundable.

VII. International Student Health Insurance Fee

A. In accordance with California Education Code Section 70902(b)(9), the Peralta Community College District may establish a health insurance fee for nonresident students who are both citizens and residents of a foreign country.

B. All international students with an F-1 Status will be automatically enrolled in the Peralta International Student Health Insurance Plan.
   1. Students engaged in Post-Completion Optional Practical Training (OPT) have the option to opt into the health insurance plan. These students are required to enroll directly with the health insurance provider for the months in which they are applying and approved for Post-Completion OPT.
   2. The Office of International Education will have this information and forms available on its website.

C. The current fees are posted in the class schedule and on the Office of International Education’s website. Fees are subject to change per contract renewal.

D. This fee is only refundable if students have pre-existing health coverage through a governmental agency in their country of residency.

E. Students must pay the International Student Health Insurance fee prior to enrollment in a payment plan. Students cannot include this fee in a payment plan.

VIII. Non-Resident Tuition (Out-of-State and/or International)
A. In accordance with California Education Code Section 76140 and 7600.5, Title 5 Sections 58500 and 58509, the Peralta Community College District is required to charge Non-Resident Tuition for students classified as non-residents.

B. Non-Resident Tuition will be set by the Board of Trustees no later than February 1 for the succeeding fiscal year. The fee will be calculated by a formula in accordance with the Education Code and follow the guidelines of the California Community College Budget and Accounting Manual in determining the District's full expense of education. The non-resident tuition fee thus established will be published in the College catalog, Schedule of Classes, and online.

C. As of Fall 2019, the fee is $265. The fee is subject to change by the state legislature and applies to credit courses.

D. Students exempt from Non Resident Tuition include:
   1. California State Residents.
   2. Students taking noncredit courses.
   3. Students who are members of the Armed Forces of the United States stationed in this state on active duty.
   4. A student who is a natural or adopted child, stepchild, or spouse, who is a dependent of a member of the armed forces.
   5. Students enrolled in an approved apprenticeship program.
   6. Contract education students enrolled in non-appointment courses.
   7. Students who attended high school in California for three or more years and graduated from a California high school or attained the equivalent thereof. In the case of a person without lawful immigration status, the student must file an affidavit with the institution of higher education stating that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so. (Education Code 68130.5).

E. Any student who meets the following requirements:
   (a) demonstrates financial need;
   (b) has a parent who has been deported or was permitted to depart voluntarily;
   (c) moved abroad as a result of that deportation or voluntary departure;
   (d) lived in California immediately before moving abroad;
   (e) attended a public or private secondary school in the state for three or more years; and
   (f) upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District stating that he or she intends to establish residency in California as soon as possible.

E. This fee is refundable if the student drops out on or before the last day to drop regular session credit classes.

IX. Parking Fee
A. In accordance with California Education Code Section 76360, Peralta Community College District may establish a Parking fee.

B. The fee schedule is as follows:
   1. $2 per day (exact change only)
   2. A student decal for enrolled/registered students may be required.
   3. $40 permit per Fall and Spring semester for students enrolled in less than 6 units;
   4. For students enrolled in 6 units or more, the parking fee is as follows:
      Fall 2019 – Spring 2020: $27.21
   5. $20 permit per Fall and Spring semester for low-income students:
      A low income student is defined as a person who demonstrate(s) financial need under federal standards or income standards established by the Board of Governors and students receiving benefits under the Temporary Assistance to Needy Families Program (formerly Aid to Families with Dependent Children), the Supplemental Security Income/State Supplemental Payment Program or a general assistance program: $20 permit per Summer semester for all students;
   6. $10 permit per Fall and Spring semester for students with motorcycles; and
7. $5 for permit per Summer semester for students with motorcycles.

X. Refund Processing Fee
In accordance with Section 68568 of Title 5 of the California Code of Regulations, the Peralta Community College District may retain a maximum of $10 from enrollment fees as a refund processing fee.

XI. Transcript Fee
A. In accordance with California Education Code Section 76223, the Peralta Community College District is authorized to charge a Transcript Fee for furnishing copies of student records.
B. Transcripts are ordered:
   9. In person at the campus Admissions & Records offices;
   10. In person at the District Admissions & Records office;
   11. Online via TranscriptsPlus®;
   12. By Mail. Students can fill out a transcript request form available on Admissions & Records website and mail the request with payment to any Admissions & Records Office.
C. The transcript fee schedule is as follows:
   1. First 2 transcripts are free;
   2. Additional transcripts (3rd transcript and subsequent transcripts) are $6 per transcript.
D. Expediting fees are optional but will be charged in addition to the transcript fee if the student requests expedition. The following expediting fee schedule includes the $6 transcript fee when applicable:
   1. Pick-Up in District Admissions Office
      a. First 2 transcripts, $8 per transcript
      b. Third transcript or subsequent, $12 per transcript
   2. Same Day Transcripts
      a. First 2 transcripts, $19 per transcript
      b. Third transcript or subsequent, $25 per transcript
E. Once ordered, transcripts are mailed within 2-5 business days unless expedition is requested. Records prior to Fall 1970 may take up to 15 business days for processing.
   Expedited orders are as follows:
   1. Pick-Up in District Admissions Office orders are available for pick up within 2 business days.
   2. Same day orders are available within 2 hours.
   3. Same day orders can only be requested in person at the District Admissions and Records Office.
F. Express shipping is optional and only available with online ordering via TranscriptsPlus®. The following fees will be charged in addition to the transcript fees if the student requests express delivery via Federal Express:
   1. Federal Express domestic delivery to main 48 states
      a. $20.00 per order
   2. Federal Express domestic delivery to Alaska or Hawaii
      a. $23.00 per order
   3. Federal Express international delivery
      a. $43.00 per order

XII. Other Fees as allowable by Law. Material Fees are described in AP 5031.

XIII. Waiver of Fees
The District may waive enrollment fees which were not collected in a previous session where the enrollment fees were not collected as a result of the District's error in awarding a California College Promise Grant (formerly known as Board of Governors Fee Waiver) to an ineligible student and not through the fault of the student, and to collect the enrollment fee would cause the student
XIV. Installment Payment Plan

1. Students in the Peralta Community College District may opt to pay their non-resident tuition or enrollment fee through an installment payment plan.
2. Students who owe fees from the current or previous terms may opt to pay these fees through an installment payment plan. Students are required to pay at least $25 of their owed fees and develop an installment payment plan prior to enrolling in classes. Students can only participate in one payment plan. This language is taken from what is stated in the current class schedules.
3. New foreign students are required to pay at least the non-resident tuition for 12 units plus all other required fees for both the fall and spring semesters prior to enrollment in their first year classes.
4. The payment plan will be interest free.
5. 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.
6. Failure to make timely payments will subject the student to the penalties described in Board Policy 5035.

References:
- Title 5 Section 51012, 58520, 58529
- Education Code Section 70902(b)(9); 76300; 76300.5; 66025.3, 68120 and Education Code section 76004
- California Community College Chancellor’s Office Student Fee Handbook
- ACCJC Accreditation Standard I.C.6

Approved by the Chancellor: October 18, 2012
Revised and approved by the Chancellor: February 19, 2013
Revised and approved by the Chancellor: March 8, 2013
Revised and approved by the Chancellor: April 11, 2014
Revised and approved by the Chancellor: October 23, 2014
Revised and approved by the Chancellor: March 5, 2015
Revised and approved by the Chancellor: August 13, 2015
Revised and approved by the Chancellor: October 21, 2015
Revised and approved by the Chancellor: February 11, 2016
Revised and approved by the Chancellor: June 14, 2016
Revised and approved by the Chancellor: September 28, 2016
Revised and approved by the Chancellor: January 9, 2017
Revised and approved by the Chancellor: March 6, 2017
Revised and approved by the Chancellor: May 3, 2017
Revised and approved by the Chancellor: November 15, 2018
Revised and approved by the Chancellor: May 21, 2019
Revised and approved by the Chancellor: November 28, 2019
Revised and approved by the Chancellor: February 12, 2020
Revised and approved by the Chancellor: July 20, 2020
## ADVANCED PLACEMENT PROCEDURES UPDATE (MAY 2020)

If you wish to apply for AP credit having received a score of 3, 4, 5 on any of the exams listed below, you should:

1. Obtain a "Petition for Advanced Placement Examination Credit" from the Admissions and Records Office.
2. Attach official copies of AP score reports from the College Board or an official copy of your high school transcript (if it reports Advanced Placement Examinations).
3. Take the completed petition and supporting documentation to a Counselor for review.
4. If you wish to receive credit for an AP examination not on this list, you should obtain a petition from the Admissions and Records Office and submit it to the Vice President of Instruction, who will evaluate requests on a case-by-case basis.

### AP Exam

<table>
<thead>
<tr>
<th>AP Exam</th>
<th>PCCD Course</th>
<th>PCCD Area</th>
<th>PCCD Units</th>
<th>CSU GE Area/Units</th>
<th>CSU Admissions Credit</th>
<th>IGETC GE Area/Units</th>
<th>UC Admissions Credit</th>
<th>UC Limitations Toward Credit</th>
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<td>ART 1 or 4</td>
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<td><strong>2-D Design</strong></td>
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<td>5.3 semester units max for all exams</td>
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<td>5B and 3C</td>
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<td>5A and 3C</td>
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<td>4C OR 4B</td>
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<td>B4 (effective Fall 2019)</td>
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<td>Macroeconomics</td>
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<td>D 3 units</td>
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<td>English</td>
<td>English Language and Composition</td>
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<td>A2 and C2 6 units</td>
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<td>Environmental Science</td>
<td>Clearing Area 1</td>
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<td>Comparative</td>
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<td>D 3 units</td>
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<td>United States</td>
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<td>United States History</td>
<td>HIST 7A or HIST 7B</td>
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<td>C2 or D 3 units (n/a)</td>
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<td></td>
<td>Human Geography</td>
<td>GEOG 2</td>
<td>2</td>
<td>D 4 units</td>
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Notes:
- 5.3 semester units max for both English Lang/Comp and English Lit/Comp.
- May apply to either B1+B3 or A2+B3 if taken prior to Fall 2019.
- 3B or 4 (n/a)
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<thead>
<tr>
<th>Language Other than English</th>
<th>CHIN 10A</th>
<th>FRENCH 1A</th>
<th>FRENCH 1A</th>
<th>CLEAR GE Area 3</th>
<th>GERM 1A</th>
<th>GERM 1A</th>
<th>ITALIAN</th>
<th>JAPAN 1A</th>
<th>CLEAR GE Area 3</th>
<th>CLEAR GE Area 3</th>
<th>SPAN 1A</th>
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<td>French Language (Only if taken prior to Fall 2015)</td>
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<td>C2 (3 units)</td>
<td>C2 (3 units) if completed prior to Fall 2014)</td>
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<td>C2 (3 units)</td>
<td>C2 (3 units)</td>
<td>C2 (3 units)</td>
<td>C2 (3 units) if completed prior to Fall 2014)</td>
<td>C2 (3 units)</td>
<td>C2 (3 units)</td>
<td>C2 (3 units)</td>
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1. If a student passes more than one AP exam in calculus or computer science, only one examination may be applied to the baccalaureate.

2. If a student passes more than one AP exam in physics, only six units of credit may be applied to the baccalaureate, and only four units of credit maybe applied to a certification in GE Breadth.