

GENERAL INFORMATION

CAMPUS INFORMATION DIRECTORY

<u>For Information About:</u>	<u>Go To or Call:</u>	<u>Room:</u>
Add and drop classes	Admissions and Records Office, 436-2487	P300
Admissions	Admissions and Records Office, 436-2487	P300
Allied Health program requirements	Counseling Office, 436-2475	P300
Associated Students of Merritt	Student Activities Office, 436-2535	L115
Career planning	Counseling Office, 436-2475 or Career and Transfer Center, 436-2445	P300 Q202
Check dispersal	Bursar's Office, 436-2402	Q215
Child care	Children's Center, 436-2436	Children's Center
Clubs	Student Activities Office, 436-2535	L115
Cooperative Agencies Resources for Education (CARE)	CARE Office, 436-2476	P313
Counseling	Counseling Office, 436-2475	P300
Course outlines and descriptions	Office of Instruction, 436-2413	Q300
Degree requirements	Counseling Office, 436-2475	P300
Disabled Students Programs and Services (DSP&S)	Disabled Students Center, 436-2429	P300
Extended Opportunity Programs and Services (EOPS)	EOPS Office, 436-2473	P300
Fee payments	Bursar's Office, 436-2402	Q215
Financial aid/loans	Financial Aid Office, 436-2465	P300
Schedules of classes	Admissions and Records Office, 436-2487	P300
Transcripts	Admissions and Records Office, 436-2487	P300

COLLEGE CALENDAR 2005–2006

FALL SEMESTER 2005

August 15-16	M-T	Professional Days
August 17	W	Day and evening instruction begins
August 20	S	Saturday instruction begins
September 1	Th	Last day to drop full-term credit classes and receive a refund Note: Short-term and open-entry/open-exit classes must be dropped on or before the first day of class to receive a refund.
September 3	S	Last day to add classes
September 5	M	Labor Day - Holiday observance
September 6	T	Census Day - Instructors verify enrollment in classes
September 17	S	Last day to drop full-term credit classes without a "W" appearing on transcript; date varies for short-term and open-entry/open-exit classes.
October 14	F	Last day to file petitions for AA or AS degree/certificate
October 19	W	Professional Day
November 11	F	Veteran's Day - Holiday observance
November 23	W	Attendance Verification Day - Instructors verify enrollment in classes; last day to drop full-term credit classes with a "W" appearing on transcript.
November 24-25	Th-F	Thanksgiving holiday observance
November 26	S	Saturday classes do <u>not</u> meet
December 10	S	Saturday instruction ends
December 12-16	M-F	Final examination week
December 16	F	Fall semester ends
December 23-January 2		Holiday closure

SPRING SEMESTER 2006

January 11	W	Professional Day
January 12	Th	Day and evening instruction begins
January 14	S	Saturday instruction begins
January 16	M	Martin Luther King, Jr. Day - Holiday observance
January 23	M	Last day to add classes
January 24	T	Last day to drop full-term credit classes and receive a refund Note: Short-term and open-entry/open-exit classes must be dropped on or before the first day of class to receive a refund.
January 31	T	Census Day - Instructors verify enrollment in classes
February 9	Th	Last day to drop full-term credit classes without a "W" appearing on transcript; date varies for short-term and open-entry/open-exit classes.
February 10	F	Lincoln's Birthday - Holiday observance
February 11-12	S-Su	Saturday/Sunday classes do <u>not</u> meet
February 13	M	Washington's Birthday - Holiday observance
March 1	W	Professional Day
March 10	F	Last day to file petitions for AA or AS degree/certificate
April 10-16	M-Su	Spring Recess
April 24	M	Attendance Verification Day - Instructors verify enrollment in classes; last day to drop full-term credit classes with a "W" appearing on transcript.
April 27	Th	Professional Day
May 19	F	Malcolm X's Birthday - Holiday observance
May 20	S	Saturday instruction ends
May 22-26	M-F	Final examination week
May 26	F	Spring semester ends
May 29	M	Memorial Day - Holiday observance

MERRITT COLLEGE 50TH ANNIVERSARY



GENERAL INFORMATION

INTRODUCTION

Merritt College is a public, comprehensive two-year college. It is one of the four colleges of the Peralta Community College District in Alameda County. Merritt College offers a comprehensive day and evening program of transfer, technical, occupational and basic skills education, and is committed to meeting the educational needs of the diverse student population it serves. Located on a 125-acre site in the hills of East Oakland, Merritt College combines modern, spacious facilities with a spectacular view of the entire Bay Area. An integral part of a large, busy, urban community, the location provides a sense of tranquility and peace. Merritt also offers opportunities for intellectual and cultural growth at the Fruitvale Education Center, 1900 Fruitvale Avenue, Oakland.

ACCREDITATION

Merritt College is fully accredited by the Western Association of Schools and Colleges for all course and program offerings. The California State University and University of California systems and other universities and colleges grant credit for appropriate courses completed (see “Transfer Curricula”).

THE PERALTA DISTRICT...A SHORT HISTORY

During the years in which the community college concept was evolving, many institutions set the stage for the Peralta Community College District. Longtime East Bay residents will recall The Part Time School, Central Trade (later named The Joseph C. Laney Trade and Technical Institute) and The Merritt School of Business. In July of 1953, the Oakland Board of Education created Oakland Junior College, developing Laney and Merritt as separate and distinct campuses of the new institution. The next year Merritt added an outstanding liberal arts curriculum to the already-established business curriculum. In June 1955, the first students graduated with Associate in Arts degrees.

In November of 1963, the residents of Alameda, Albany, Berkeley, Emeryville, Oakland, and Piedmont voted to establish a separate junior college district. The name chosen to encompass the district’s six cities was Peralta in honor of Sgt. Luis Maria Peralta, who had been granted 44,800 acres of East Bay lands in August of 1820. On July 1, 1964, the Board of Education voted to offer

vocational, occupational, and liberal arts courses on each of the existing campuses. The next year, the voters of the new district passed a \$47 million bond issue for construction of several new campuses.

In June of 1970, the College of Alameda opened on a 2.5 acre site near the Naval Air Station in the city of Alameda. Laney College, located next to the Oakland Museum and the BART terminal, completed its modern new buildings in September of 1970. The following spring, Merritt College moved from its Grove Street home to the East Oakland hills near Skyline Boulevard off Redwood Road.

In 1974, the Peralta College for Nontraditional Study was established, later becoming Vista Community College. Presently, Vista College offers courses and programs at many locations throughout the district.

Merritt College operates an outreach site, the Fruitvale Education Center, which serves a predominantly Latino community and is located at 1900 Fruitvale Avenue in Oakland. The Center forms a vital link with other community groups to coordinate and plan services for the community. The Fruitvale Education Center has a special emphasis on English as a Second Language courses. One of the goals for the center is to ease the transition of students to the main campus for first-time or nontraditional students. Students, therefore, are encouraged to take classes at the center and at the main campus.

Merritt College is named for one of the pioneer developers of Oakland, Dr. Samuel Merritt. Dr. Merritt first came to Oakland, then referred to as the “Contra Costa,” in 1850. When he arrived at the foot of Broadway, currently in downtown Oakland, as a picnicker on an open boat, the Kangaroo, he was so impressed with the tranquility of the scene, the natural beauty of the location, and the possibility of development of this “land of the oaks” that he hastened to acquire property here.

Dr. Merritt’s many ventures over the years included establishing a marine insurance company; building ships and trading in the Pacific Northwest, the South Seas and China; selling lumber; acquiring real estate; and becoming a founder and member of the Board of Directors of the Oakland Bank of Savings. He was so successful in real estate and the lumber business in Oakland that he never practiced medicine while a resident of the city. In

1867, Merritt was appointed mayor of the City of Oakland and in 1868 he was elected to a full term. The following year the Oakland park system was launched by the city under Merritt's leadership.

Dr. Merritt's civic and political involvements led him to the first presidency of the Mountain View Cemetery Association and to his active role in a successful pressure campaign to move the seat of county government from San Leandro to Oakland. In 1868, the Oakland Library Association was formed, with Dr. Merritt as its first president.

Although trained in medicine, Dr. Merritt did more than any one of his time to develop and beautify Oakland. He enjoyed remarkable success as an architect and builder, being credited with more than one hundred buildings designed and financed by himself.

Dr. Merritt died in 1890 at his home near the lake named for him. Merritt Hospital, one of the doctor's early dreams, was endowed with a share of his estate.

MISSION OF THE PERALTA COMMUNITY COLLEGE DISTRICT

MISSION

The mission of the Peralta Community College District is to provide accessible, high-quality adult learning opportunities to meet the educational needs of the multicultural East Bay community.

VISION

The Peralta Community College District will be an exemplary system by being responsive to the educational needs of our community, by providing learner-centered educational experiences and by being committed to innovation and continuous improvement.

VALUES

1. The district is committed to: being accessible and supportive to all; seeking knowledge and truth in the classroom and in all decision-making processes; being encouraging of open inquiry and expression; and adhering to high ethical standards.
2. The district relies on and respects all our communities, works in partnership with civic organizations, businesses

and other institutions, and responds to emerging training and educational needs. We are committed to being known as an accessible community resource providing opportunities for civic, recreational and cultural activities. We value diversity and the global nature of the future.

3. The district is dedicated to a state of evolution and improvement through research, planning, implementation and evaluation. The district is committed to embracing the challenges of the future in both good and bad times.
4. To provide high-quality educational services which provide students with a solid foundation for science, liberal arts and occupation-specific skills.
5. To provide high-quality basic skills education to enable student access to college programs.
6. To advance California's economic growth and the potential for our students to participate in personal economic opportunities by offering up-to-date education, training, and services that contribute to continuous work force improvement.
7. To provide a wide range of technology-supported learning experiences at multiple locations and at flexible times to enable students to achieve their educational goals.
8. To provide colleges with equipment and services to enable faculty to support student learning with current and future technologies.
9. To support curriculum initiatives that respond to changes in workforce education needs, distance learning and requirements for articulation/transfer with four-year institutions.
10. To support improvement of a technology infrastructure to enable continuous improvement of intradistrict communication and administrative process and support of technology-based information systems for communicating with students and the public.
11. To support research which continuously evaluates student satisfaction and student success to determine quality of services.

MISSION OF MERRITT COLLEGE

MISSION

The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society.

To accomplish its mission, the College provides open access to excellent instructional programs and comprehensive support

services in a culturally-rich, caring and supportive learning environment.

Our purpose is to provide opportunities for lifelong learning, contribute to the economic growth of our communities while assisting students to attain degrees and certificates, earn credits to transfer and develop the skills necessary to complete their educational goals.

CORE VALUES

Student Success: We provide challenging and rigorous learning experiences that support the academic and personal success of our students.

Caring Spirit: We genuinely care about every member of our campus community.

Teamwork and Inclusion: We encourage everyone to participate in college governance and assume responsibility for acting on our shared commitment to provide exceptional learning experiences.

Campus Climate: We strive to create a student-centered learning environment that leads to student retention, persistence and success.

Diversity: We honor and respect the different backgrounds, experiences, languages, values and cultures of everyone at the college.

VISION

Merritt College will:

- Create learning experiences that stimulate intellectual curiosity and empower students to communicate effectively, and think creatively and critically to embrace their potential.
- Prepare students to become the future leaders of our interconnected global society.
- Engage the community as an active participant and resource to learning through creative partnerships.

COLLEGE RESOURCES AND ACTIVITIES

ACADEMIC ENHANCEMENT CENTER

The Academic Enhancement Center includes the Learning Center (which also houses the Tutorial Program), the Electronic Classroom, and the Math Learning Center, all located on the first floor of the D Building. The Learning Center is open to all

students who would like assistance with instructional assignments. Self-paced courses are available for credit in English communication and writing skills and in study skills. Students receive tutorial assistance as they work at their own pace toward mastery of course materials. Refer to the class schedules for more information.

Free tutoring is available for most courses at Merritt College. All students are eligible for one-to-one or group tutoring if enrolled in a Merritt College course. Drop-in tutoring in mathematics and writing across the curriculum is available. Additionally, all Merritt students can use computers in the Learning Center. Students can also enroll in a computer-assisted writing course to learn word processing, improve keyboarding skills or to receive tutorial help on writing projects. The Learning Center is located in Building D, Room 187. Day and evening hours of operation are scheduled. For additional information, call (510) 436-2442.

ALLIED HEALTH PROGRAMS

The Allied Health Department at Merritt College offers degree and certificate programs. The healthcare industry is a growing and rewarding field. As the population of this country ages, there will be more and more need for those trained in the healthcare field. Programs at Merritt College currently include:

Registered Nursing: The Registered Nursing program is a course of study including instruction in applied nursing sciences, related natural, social, and behavioral sciences, and clinical nursing experience in healthcare agencies. Upon successful completion, the graduate earns an Associate of Science degree and is eligible to take the national licensing examination. Having passed the licensing examination, the graduate earns the title of Registered Nurse. Employment opportunities are varied and include hospitals, clinics, doctor's offices, home health agencies, industrial settings, schools, research facilities and teaching institutions.

Licensed Vocational Nursing: The Licensed Vocational Nurse works under the direction of a registered nurse or physician to give direct care to patients. The LVN participates in the planning, implementation and evaluation of nursing care in a variety of healthcare settings. Job opportunities exist in hospitals, convalescent hospitals, private homes, doctor's offices, clinics, community agencies and some industries.

Certified Nurse Assistant/Home Health Aide (CNA/HHA): Nurse Assistants and Home Health Aides provide care for patients such as bedmaking, feeding, taking pulses and blood

pressures, giving simple treatments and transporting patients. Employment opportunities for Nurse Assistants are mainly in general and sub-acute hospitals, and home health aides work in private homes.

Radiologic Science: Radiologic Technicians take x-rays and perform other diagnostic tests for patients. With successful completion of the program, the graduate earns an Associate of Science degree and is qualified to take national and state licensing examinations. Employment opportunities exist in hospitals, clinics and other sites.

Nutrition and Dietetics (Dietetic Technician, Dietary Manager, and Dietary Assistant): The Nutrition and Dietetics program offers certificates for the Dietary Manager and the Dietary Assistant. These jobs are found in food production and nutritional service and care. An Associate of Science degree is awarded for graduates of the Dietetic Technology program. The Dietetic Technician works in various settings to provide both preventive nutrition care and medical nutrition therapy under the direction of a Registered Dietitian. Employment opportunities exist in hospitals, sub-acute care facilities, clinics and other sites.

Other courses: **Emergency Medical Technician** and **Medical Assisting** courses are also offered through Merritt College.

ANTHROPOLOGY MUSEUM

With the support of a grant from the San Francisco Foundation, Merritt College formed a small anthropology museum in 1973. The museum offers periodic ethnographic displays, offers course work in museology, and has a satellite program offering exhibits at off-campus locations for the general public. The Merritt Museum is located in the Library, Building L, and maintains museum exhibits throughout the Merritt campus and District Office.

ATHLETICS

Merritt participates in intercollegiate competition through membership in the Bay Valley Conference, an eleven-team league in the Bay Area. The college has teams in basketball, track and field, and cross country for both men and women. Students participating in intercollegiate athletics must meet the eligibility requirements of the CCLC Commission on Athletics Code. For specific information regarding eligibility, prospective athletes are urged to consult the Athletic Director or the coach of the sport in which they wish to participate before or immediately upon enrollment.

COLLEGE/COMMUNITY RELATIONS

All instruction is adapted to the needs of the community. Through a planned program of placement, coordination, and conferences with business and community leaders, surveys of local needs and cooperation with business, industrial, and community service organizations, the instructional program is kept current, and the latest information on occupational requirements is made available to students. Courses of study are developed in close coordination with a number of business associations and community agencies. Advisory committees, with representation from management and labor, advise the college on the organization and operation of its various occupational programs.

COMMUNITY SERVICES

The college serves the community through a varied program of community events, such as lecture series, counseling and testing, new careers training programs, neighborhood outreach centers, and the rental of its facilities to qualified community groups and associations.

CRIME PREVENTION AND PERSONAL SAFETY TIPS

Crime prevention is the responsibility of all staff and students. Members of the campus community should be aware of their surroundings and of circumstances which seem out of the ordinary and be willing to report suspicious individuals or activities to the campus police so that the campus can be maintained as a safe and secure place to work and to study. An awareness of the following crime prevention pointers will help reduce the opportunity for others to commit crimes against students and staff:

- Lock your car, office or residence whenever leaving it.
- Keep your car or building key ready in your hand.
- Avoid unnecessary hazards of poorly lighted or unfamiliar areas.
- Know the locations of telephones and "Blue Phones" on campus.
- When working after hours, notify Police Services of your location. Lock all doors leading to the area you are in.

Questions and concerns regarding campus safety and security may be directed to Police Services at (510) 465-3514.

EMERGENCY BLUE PHONES

Emergency outdoor blue phones have been installed in various locations on the Alameda, Laney, and Merritt College campuses for student and staff protection and use. The presence of these phones on campus cannot guarantee everyone's safety, but they can play an important role in personal security and the security of the campus in general and all individuals on campus should familiarize themselves with the location of these phones.

In case of an emergency, press the RED emergency button. This will connect the caller directly with Peralta Police Services Dispatch. The RED button may be activated in situations where the caller or someone else is being physically threatened, followed or feeling uncomfortable or anxious; or an accident has occurred and assistance is needed; or in any other situation which may require an emergency response from the police.

Vandalism or unwarranted activation of an emergency blue phone jeopardizes the safety of others. For this reason, these actions may be taken very seriously by Peralta Police. Misuse of the telephones may subject the individual to disciplinary or legal action.

EQUIPMENT

The college has well-equipped laboratories and classrooms in accordance with educational and occupational standards.

EVENING AND SATURDAY CLASSES

Afternoon, evening, and Saturday classes at Merritt cover a wide range of academic and vocational programs that are designed to furnish students with an opportunity to continue their education on a part-time basis. The same standards apply to all classes offered during the college day and evening hours. In some paraprofessional curricula and liberal arts fields, an Associate degree may be earned through attendance in college evening classes.

FACULTY

The Merritt faculty has been selected for demonstrated ability, mastery of subject fields, and advanced professional training. In addition, instructors in occupational areas have had many years of successful experience in their respective fields. Special efforts have been made to recruit faculty who are representative of the ethnic composition of the student body and overall community. The college evening staff includes many instructors

who teach during the day, supplemented by highly qualified professionals from specialized fields who are regularly employed elsewhere during the day.

FEE-BASED CLASSES

Merritt College has a number of courses offered for varying fees. No college credit is granted for completion of these courses. Fee courses currently being offered through Merritt are listed at the end of the regular-numbered course listings, by discipline, in the Schedule of Classes published each semester. The course numbers for fee-based classes are in the 800 and 900 number series.

LEARNING RESOURCES CENTER

The Learning Resources Center houses the Library, Telecommunications Technologies Office, High Tech Center (DSP&S), and Anthropology Museum.

LIBRARY

The Merritt College Library savors one of the most picturesque settings on the campus. Facing out on to a wooded rolling hillside, students can study in an atmosphere conducive to the enjoyment of learning. The print collection is tailored to support the curriculum, and the reference services include computerized work stations as well as online access to a selection of public and academic Bay Area libraries. Installation of an automated library system has been completed and the book and journal holdings of all four Peralta libraries are identifiable at terminals designed to replace the card catalog. Professional librarians are available for orientation and instruction in library-use techniques, either to individual students or to classes upon request. In addition, a formal library-use class, Introduction to Information Resources, is offered.

MERRITT COLLEGE MIDDLE HIGH SCHOOL

The Merritt campus hosts an alternative high school for students experiencing difficulties in the traditional high school setting. The high school is operated through Oakland Public Schools and has enjoyed an unusually high success rate with its students.

POLICE SERVICES

The Peralta Community College District contracts for police services with the Alameda County Sheriff's Office. Peralta Police Services is responsible for protecting the life and property of students, employees and visitors and its mission is to preserve the peace, maintain order, and enforce state, federal and local laws, as well as to provide a safe environment so that the educational process can be conducted in an orderly and uninterrupted manner. Deputies focus on "partnerships" in addressing the problems and/or concerns identified by campus staff and students.

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

The goal of the Police Services Department is to provide the safest possible environment for all the campuses, so everyone can enjoy all of their facilities. Although safety is the department's major concern, it also monitors fire and intrusion alarms as well as enforces parking regulations on the campuses. Calls for service are prioritized and response time will vary with the location, nature and urgency of the situation.

Police Services on the Merritt campus is located in Building R, Room 135, and is available 7 days a week, 24 hours per day. The emergency phone line is (510) 465-3456, or on campus at ext. 7236. The non-emergency phone line is (510) 465-3514, or on campus at ext. 2668.

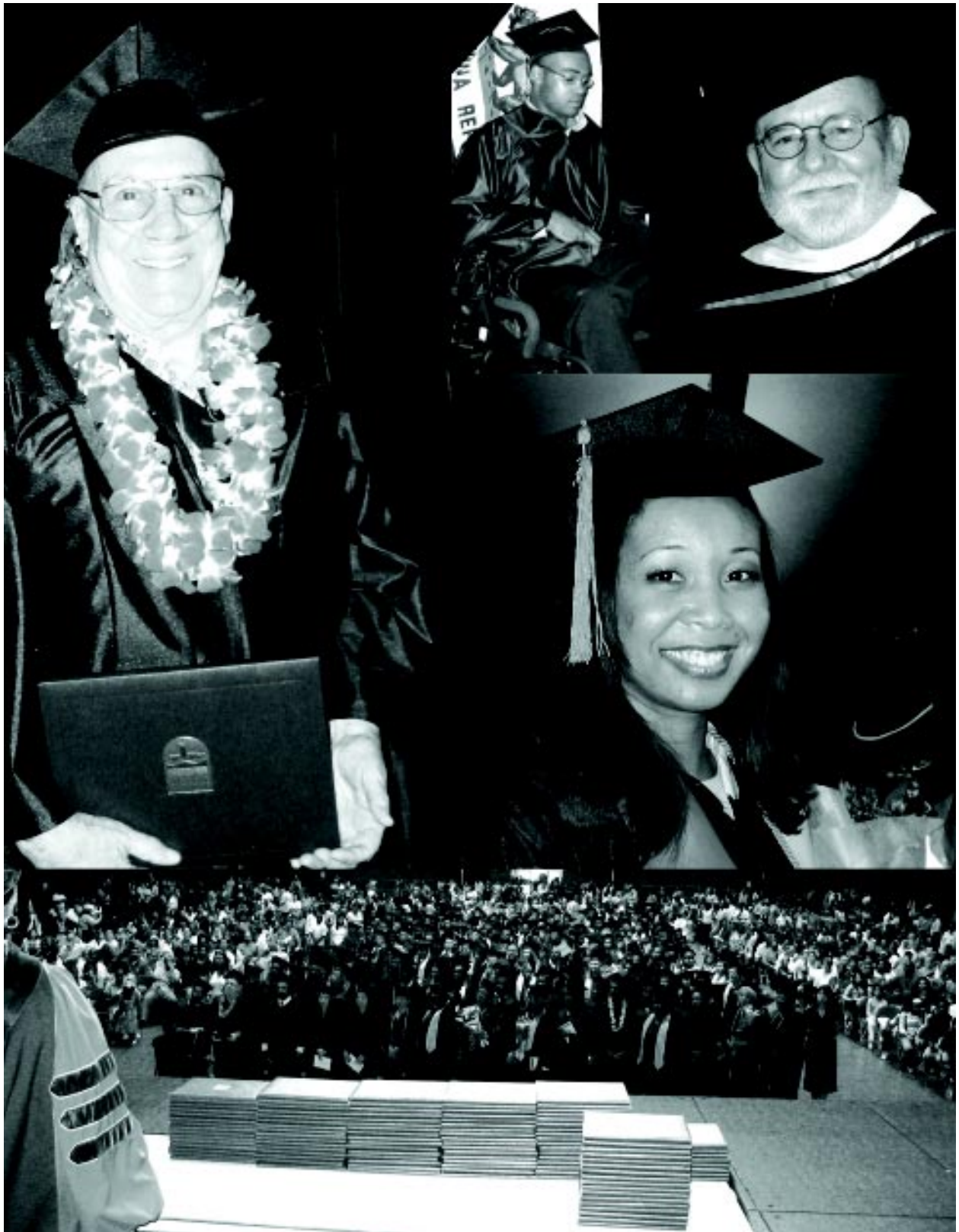
PRE-COLLEGIATE ACADEMY

Merritt College sponsors a summer Pre-Collegiate Academy for junior high and high school students who are recommended by their counselors. These students are selected on the basis of having shown interest and potential in math and science and who have demonstrated an ability to benefit from such instruction.

SUMMER SESSION AND INTERSESSIONS

To augment the regular educational program for students, Merritt College participates in a summer session program, usually commencing the third week of June. Additionally, classes may be held during the three-week intersession between the end of the spring term and the beginning of the regular summer session, or at the end of the regular summer session and the beginning of the fall term. Schedules of course offerings are generally available approximately one month prior to the beginning of classes. Contact the District's Admissions and Records Office in April for registration information at (510) 466-7368.

GRADUATION 2005



GRADUATION RECEPTION 2005

