General Information

Public Safety Department

The Berkeley College Public Safety Department works continuously to maintain a safe environment for students, faculty, staff, and visitors. All members of the Berkeley community are encouraged to join in maintaining safe and pleasant places to learn, live, and work.

Students can help in several ways:

- Be aware of surroundings
- Do not leave belongings unattended
- Report unusual or suspicious behavior
- In the event of an emergency, contact local police (911), security officer, or campus operating officer
- For further assistance, dial “0” from any campus phone

Parking

On-campus parking is available for students at the Woodland Park location. Parking permits, which may be obtained at registration at the Student Development and Campus Life Department, are required and must be displayed in the vehicles. Please note that general parking is prohibited in areas reserved for the handicapped or for visitors, faculty, or staff.

The College is not responsible for theft of or damage to vehicles or their contents. It is suggested that you remove anything of special value, such as laptops, radios, CD players, etc., from your car or lock them in the trunk while parked on campus.

The College encourages all students to use public transportation whenever possible.

Food Service

Woodland Park has a cafe located in the atrium in the Renaissance Hall building. A variety of hot and cold foods, snacks, and beverages are available throughout the day.

Eating is not permitted in the academic areas of the campuses. Beverages are not permitted in any computer classroom.

Fire Drill Procedures

Fire drills are held several times during the year for your protection. Please familiarize yourself with the detailed instructions posted in classrooms.

Insurance

The College does not carry insurance on students’ belongings and is not responsible for loss or damage from any cause. Students should arrange for adequate coverage on personal policies.

Contact Information

Contact information for students must be current. Students can change their address as well as cell or home telephone number through the Student Self-Service tab on Blackboard. In order for students to change their name, legal documentation of the new name must be submitted to the Registrar Department with a request for modification of their name.

BerkAlert

Prior to or during an emergency situation, the College may utilize BerkAlert to notify students via text messaging, emails, cell phones, and home and business phones of any pending emergency. Contact information for students must be current in order for them to be reached in the event of an emergency. Students must access the Student Self-Service tab on Blackboard to update their contact information.

College Bookstore

Textbooks, supplies, and college merchandise are available for sale on-site as well as online. The information about textbooks, including prices, course requirements, International Standard Book Numbers (ISBN), and the availability of used textbooks and e-books is available from the online bookstore. Bookstore hours are posted on the
bookstore website, which can be accessed on Blackboard.

Students with anticipated financial aid credit may charge books against the anticipated funds by submitting a signed "Transfer of Funds Request" form to the Student Accounts Department. This form is available on Blackboard.

The online bookstore may be accessed at BerkeleyCollege.edu/Bookstore or on Blackboard.