



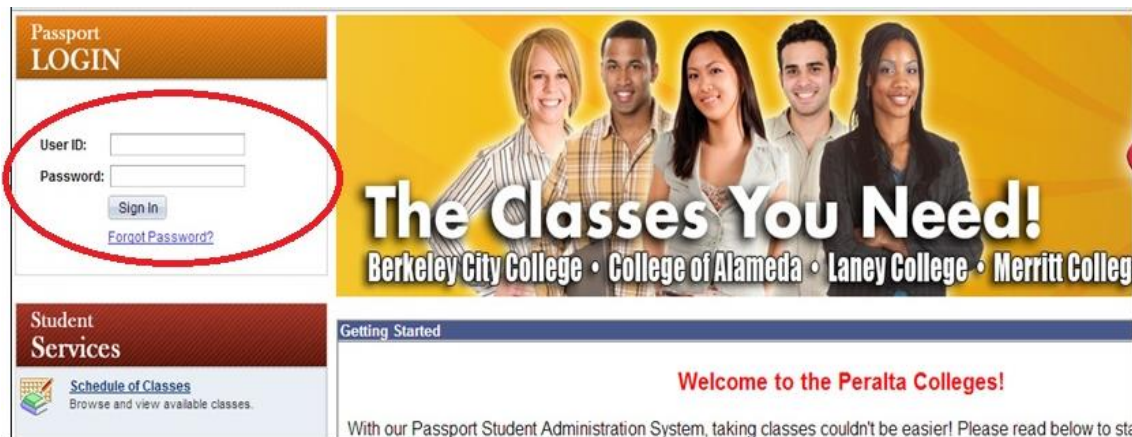
## How to Add a Class Using a Permission Number Through Your PASSPORT Student Center

Before the first day of classes, a nightly process runs to automatically enroll students from the Wait List. After classes begin, the class will remain closed and you will need to attend the first class meeting to get a permission number or a signed add form from the instructor. If the instructor provides you with a permission number, go to your Student Center and add the class using the permission number. **Make sure to drop yourself from the waitlist before adding the class with the permission number.** [Dropping a class using the Student Center.](#)

If the instructor signs an Add form in place of a permission number, take the Add form to the Admissions and Records Office on Campus.

### Log in to your PASSPORT account

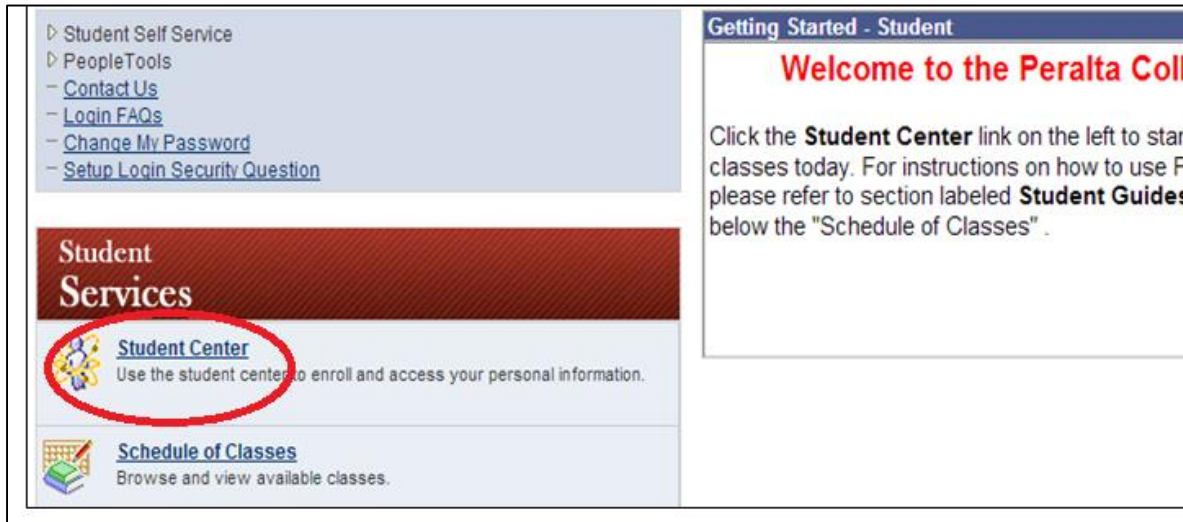
<https://passport.peralta.edu>



### Forgot your Peralta student PASSPORT password?

- Visit the following website for instructions on how to retrieve your password  
<http://web.peralta.edu/admissions/passport-help/>

- **Under Student Services, click on Student Center**



- **Set up your security question and answer, if applicable.**

This will be used to authenticate you. If you forget your password, you can have a new password emailed to you.

The screenshot shows a web form titled 'Set up Forgot Password Security Question and Answer'. At the top left is a tab labeled 'Pcc Passwd Hint'. Below the title, there are instructions: 'Enter a question and your response below. These will be used to authenticate you. If you forget your password, you can have a new password emailed to you.' There are two input fields: '\*Question:' followed by a blue dropdown menu, and '\*Response:' followed by a white text input field. At the bottom center is a 'Save' button.

\*\*Visit the following website for details on how to set up your Security question and answer: <http://web.peralta.edu/admissions/passport-help/>

- **Complete the Continuing Student Enrollment Survey, if applicable. You will then be directed to the Student Center page.**

**Continuing Students Enrollment Survey**

Please help us serve you better by completing the following:  
 To update your Address information: Go to Student Center > Personal Information > Contact Info >Address 1. To update your Phone Information: Go to Student Center > Personal Information > Contact Info > Phone.

**Mailing Address:** 2095 fairway drive #A  
**Mailing City:** San Leandro      **Mailing State:** CA      **Mailing Postal:** 94577  
**Preferred Phone:** 510/508-1827

**Educational Goal (One goal is required):**  
**Matriculation Goal field #1** Obtain a two year associate degree without transfer.   
**Matriculation Goal field #2**   
**Matriculation Goal field #3**

**Select your Major:** List majors for what college?  Alameda  Berkeley  Laney  Merritt

**Services Needed (Select one radio button per question):**

Yes  No  Decline to State 1. Do you need financial assistance because your annual income is below \$15,315 for single persons or \$20,535 per couple? (Add \$5,220 for each dependent child).  
 Yes  No  Decline to State 2. Are you a single parent?  
 Yes  No  Decline to State 3. Are you a displaced homemaker seeking occupational support services?  
 Yes  No  Decline to State 4. Do you have questions about your major, goals, or how to transfer to a 4-year college/university?  
 Yes  No  Decline to State 5. Do you have a difficulty understanding, speaking, reading or writing English because you are not a native English speaker or because English is a second language?  
 Yes  No  Decline to State 6. Do you need tutoring in reading, writing, or mathematics? (e.g. enrolling in basic skills.)  
 Yes  No  Decline to State 7. Do you need tutoring for courses other than basic skills?

**YOUR PERALTA EMAIL RESPONSIBILITY**  
 All Peralta email communications will be sent to your Peralta email address. If you are forwarding your Peralta emails to an alternate email address, you must verify that your alternate address is current. It is your responsibility to check for Peralta email messages.

I agree to these terms:

[Submit Form](#)

- **Under Academics, click on Enroll**

The screenshot shows a student portal with a navigation menu. The 'Academics' menu is open, and a red arrow points to the 'Enroll' link. A central notification box says 'You are not enrolled in classes.' To the right, there are sections for 'Alerts' (with a 'Student Drop/Payment Po' link and a 'Pay Now' button) and 'Holds'. A search bar for classes is also visible.

# Add Classes

## 1. - Select Classes to add:

- To add with a “**class number**” proceed to **step 5**
- To add using the “**class search**”, proceed to **step 2**

## 2. - Search for Classes

Add to Cart:

2016 Spring Shopping Cart

Your enrollment shopping cart is empty.

Enter Class Nbr

enter

Find Classes

Class Search

search

## 3. – Enter Class Criteria- Example, Campus: All, Subject: Biology

**NOTE:** make sure to uncheck the “**Show Open Classes Only**” option so that your search displays both open and closed classes.

Search for Classes

Campuses:  Alameda  Laney  Merritt  Berkeley  All

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Select at least 2 search criteria. Select Search to view your search results.

Class Search

Subject: Biology

Course Number: is exactly

Course Career: Undergraduate

Show Open Classes Only

Open Entry/Exit Classes Only

Click  to proceed.

#### 4. – Search Results: Select the appropriate class and proceed to **step 6**.

BIOL 10 - INTRODUCTION TO BIOLOGY							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
<a href="#">21022</a>	<a href="#">A1-LEC Regular</a>	TuTh 8:00AM - 9:15AM	A-ATLANTIC 110	Staff	01/25/2016 - 05/27/2016	<input type="checkbox"/>	<a href="#">select</a>
<a href="#">21023</a>	<a href="#">A1LA-LAB Regular</a>	Tu 9:30AM - 12:20PM	A-ATLANTIC 134	Staff	01/25/2016 - 05/27/2016	<input type="checkbox"/>	<a href="#">select</a>
<a href="#">21418</a>	<a href="#">A1LB-LAB Regular</a>	Th 9:30AM - 12:20PM	A-ATLANTIC 134	Staff	01/25/2016 - 05/27/2016	<input type="checkbox"/>	<a href="#">select</a>
<a href="#">21024</a>	<a href="#">A2-LEC Regular</a>	TBA	A-HYBRID	Reza Majlesi	01/25/2016 - 05/27/2016	<input type="checkbox"/>	<a href="#">select</a>
<a href="#">21025</a>	<a href="#">A2LA-LAB Regular</a>	Tu 6:00PM - 8:50PM	A-ATLANTIC 134	Edward Stavnezer	01/25/2016 - 05/27/2016	<input type="checkbox"/>	<a href="#">select</a>
<a href="#">21419</a>	<a href="#">A2LB-LAB Regular</a>	Th 6:00PM - 8:50PM	A-ATLANTIC 134	Edward Stavnezer	01/25/2016 - 05/27/2016	<input type="checkbox"/>	<a href="#">select</a>
<a href="#">20116</a>	<a href="#">B1-LEC Regular</a>	MoWe 3:00PM - 4:15PM	BCC 431 TIER CLASSROOM, 4TH FL	Linda Mcpheron	01/25/2016 - 05/27/2016	<input type="checkbox"/>	<a href="#">select</a>
Notes: This is a combined section class							
<a href="#">20117</a>	<a href="#">B1L-LAB Regular</a>	MoWe 4:30PM - 5:45PM	BCC 513, PHYSC DRY LAB, 5TH FL	Linda Mcpheron	01/25/2016 - 05/27/2016	<input type="checkbox"/>	<a href="#">select</a>

#### 5. - Add with a Class Number

The class number from the Schedule of Classes for the appropriate term. Example: 22751.  
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● Open     
 ■ Closed     
 ▲ Wait List

**Add to Cart:**

Enter Class Nbr

 [enter](#)

**Find Classes**

Class Search

[search](#)

**2016 Spring Shopping Cart**

Your enrollment shopping cart is empty.

Enter class Number and click



**6. Select classes to add** – If the class is already full, the class status will be displayed as closed.

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## BIOL 10 - INTRO TO BIOLOGY

Laboratory selected: Section L1LA

We 6:00PM - 8:50PM L-B 202

Open       Closed       Wait List

**You will automatically be enrolled in the following related class:**

	Section	Schedule	Room	Instructor	Status
Lecture	<a href="#">L1</a>	Tu 6:00PM - 8:50PM	L-B 210	B. Balukjian	<input type="checkbox"/>

CANCEL      NEXT

Verify the class information is correct and click

NEXT

## 7. Select classes to add - Enrollment Preferences

Enter the permission number provided by the instructor and click

NEXT


## BIOL 10 - INTRO TO BIOLOGY

### Class Preferences

BIOL 10-L1	Lecture	<input type="checkbox"/> Closed	<b>Permission Nbr</b>	<input type="text" value="141480"/>	
BIOL 10-L1LA	Laboratory	<input type="checkbox"/> Closed	<b>Grading</b>	Graded	
<b>Session</b>	Regular Academic		<b>Units</b>	4.00	
<b>Career</b>	Undergraduate				

Section	Component	Days & Times	Room	Instructor	Start/End Date
L1	Lecture	Tu 6:00PM - 8:50PM	L-B 210	Bradley Balukjian	01/25/2016 - 05/27/2016
L1LA	Laboratory	We 6:00PM - 8:50PM	L-B 202	Bradley Balukjian	01/25/2016 - 05/27/2016

The class will be added to your enrollment shopping cart.


BIOL 10 has been added to your Shopping Cart.

● Open    
 ■ Closed    
 ▲ Wait List

**Add to Cart:**

Enter Class Nbr

Find Classes

Class Search

2016 Spring Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">BIOL 10-L1LA (22751)</a>	We 6:00PM - 8:50PM	L-B 202	B. Balukjian	4.00	<input type="checkbox"/>
	BIOL 10-L1 (22750)	Tu 6:00PM - 8:50PM	L-B 210	B. Balukjian		<input type="checkbox"/>

PROCEED TO STEP 2 OF 3

8. - To add more classes repeat **step 2**; otherwise, click on to continue processing your enrollment.

PROCEED TO STEP 2 OF 3

9. - **Confirm classes.** Click **FINISH ENROLLING** to process your request for the classes listed.

To exit without adding the classes, click **CANCEL**

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Open     Closed     Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
BIOL 10-L1LA (22751)	INTRO TO BIOLOGY (Laboratory)	We 6:00PM - 8:50PM	L-B 202	B. Balukjian	4.00	<input type="checkbox"/>
BIOL 10-L1 (22750)	INTRO TO BIOLOGY (Lecture)	Tu 6:00PM - 8:50PM	L-B 210	B. Balukjian		<input type="checkbox"/>

**CANCEL**    **PREVIOUS**    **FINISH ENROLLING**

11. - **View Results.** View the message on the status report for enrollment confirmation and errors.







## Add Classes



### 3. View results

View the following status report for enrollment confirmations and errors:

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 Success: enrolled		 Error: unable to add class	
Class	Message	Status	
BIOL 10-L1LA (22751)	<b>Success:</b> This class has been added to your schedule.		
BIOL 10-L1 (22750)	<b>Success:</b> This class has been added to your schedule.		

[Search](#)
[Enroll](#)
[My Academics](#)  
[My Class Schedule](#)
[Add](#)
[Drop](#)
[Edit](#)
[Term Information](#)  
 go to ...

12. – Perform one of the following:

- To add another class , click  and repeat **steps 2- 11**
- If you are finished adding classes, proceed to **steep 13**

13. – You have successfully added classes using the Student Center.

## Need Help?

If you experience any trouble enrolling online, visit the Admissions and Records Office on your campus during regular business hours or email [admissions@peralta.edu](mailto:admissions@peralta.edu).