



How to Drop a Class Using the Student Center

- Log in to your **PASSPORT** account

<https://passport.peralta.edu>

The screenshot shows the Peralta Passport LOGIN page. The login section is highlighted with a red circle and includes the following elements:

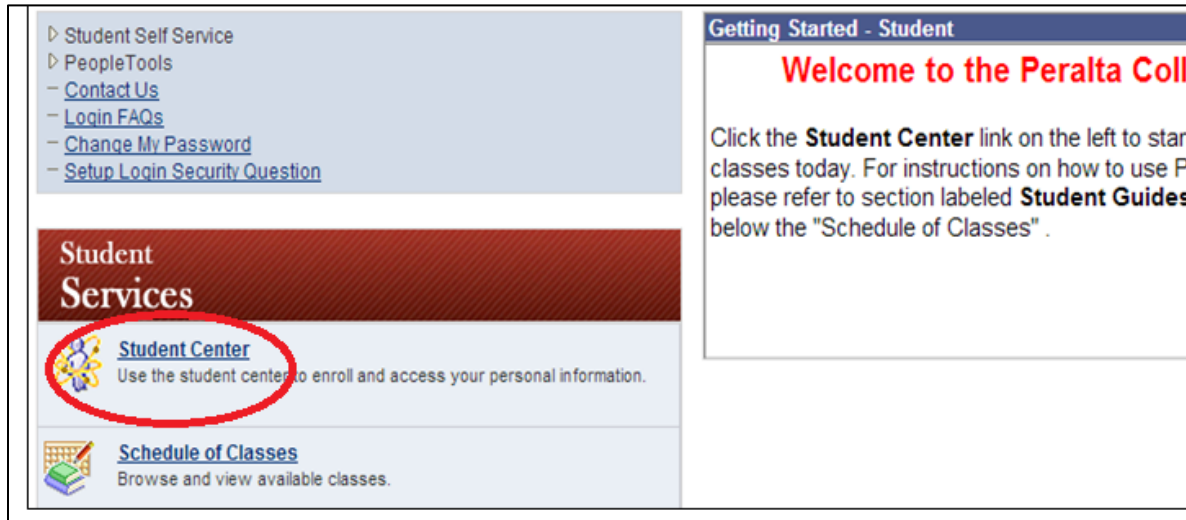
- Passport LOGIN** header
- User ID:**
- Password:**
- Sign In** button
- [Forgot Password?](#) link

The page also features a banner for "The Classes You Need!" with the text "Berkeley City College • College of Alameda • Laney College • Merritt College". Below the banner is a "Student Services" section with a "Schedule of Classes" link and the text "Browse and view available classes." The main content area has a "Getting Started" header and a "Welcome to the Peralta Colleges!" message.

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 required.**

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 form titled 'Set up Forgot Password Security Question and Answer'. At the top left is a 'Pcc Passwd Hint' tab. Below the title, instructions state: '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:' with a dropdown menu and '*Response:' with a text box. A 'Save' button is located at the bottom center.

**Visit the following website for details on how to set up your Security question and answer: <http://web.peralta.edu/it/files/2014/06/SetupSecurityQuestion.pdf>

- Complete the Continuing Student Enrollment Survey, if applicable.
*Continuing students are required to complete the *survey* at the beginning of each semester.

Passport

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:

Mailing City:

Preferred Phone:

Educational Goal (One goal is required):

Matriculation Goal field #1

Matriculation Goal field #2

Matriculation Goal field #3

Do You want to keep the same Major from the previous term? Keep Major Change Major

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

The following questions are important to providing services to students, and are used in state and federal reporting requirements. your responses will be treated as confidential and protected as private information under state and federal law.

1) Pick the number closest to your household's gross MONTHLY income (the total income of all household members before taxes)?

- You will then be directed to the Student Center page.
Under Academics, click on the "other academic" pull down menu.

Passport

Academics

[Search](#)
[Enroll](#)
[My Academics](#)

You are not enrolled in classes.

Finances

My Account
[Account Inquiry](#)
[Payment Profile](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)

You have no outstanding charges at this time.

[make a payment](#)

- Choose “Enrollment: Drop”. Then click the >>.

Academics

[Search](#)
[Enroll](#)
[My Academics](#)

Class Schedule
 Enrollment: Add
Enrollment: Drop
 Enrollment: Edit
 Grades
 Transcript: View Unofficial
 Transfer Credit: Report
 other academic...

Deadlines URL

This Week's Schedule

	<u>Class</u>	<u>Schedule</u>
	BUS 75-L1 LEC (30536)	L-ONLINE

[weekly schedule >](#)

Finances

My Account
[Account Inquiry](#)
[Payment Profile](#)

Financial Aid
[View Financial Aid](#)

Account Summary

You owe 155.00.

- Due Now 155.00
- Future Due 0.00

- Under the “drop” tab, select the term you want to drop in and click

[CONTINUE](#)

my class schedule || add || **drop** || edit || term informa

Drop Classes

Select Term

Select a term then click Continue.			
	Term	Career	Institution
<input type="radio"/>	2015 Spring	Undergraduate	Peralta Community College Dist
<input checked="" type="radio"/>	2015 Summer	Undergraduate	Peralta Community College Dist
<input type="radio"/>	2015 Fall	Undergraduate	Peralta Community College Dist

[CONTINUE](#)

Drop Classes

1. - Select Classes to drop and click **DROP SELECTED CLASSES**

my class schedule | add | drop | edit | term information

Drop Classes

1 2 3

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

2015 Summer | Undergraduate | Peralta Community College Dist **change term**

Enrolled Dropped Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	BUS 75-L1 (30536)	SALESMANSHIP (Lecture)		L-ONLINE	J. Coplen	3.00	✓

DROP SELECTED CLASSES

2. - Confirm your selection. Click **FINISH DROPPING** to process your drop request. To exit without dropping the classes, click **CANCEL**

my class schedule | add | drop | edit | term informa

Drop Classes

1 2 3

2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

2015 Summer | Undergraduate | Peralta Community College Dist

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
BUS 75-L1 (30536)	SALESMANSHIP (Lecture)		L-ONLINE	J. Coplen	3.00	✓

CANCEL | **PREVIOUS** | **FINISH DROPPING**

3. - View Results. View the message on the status report for dropping confirmation and errors.

[my class schedule](#) || [add](#) || [drop](#) || [edit](#) || [term informati](#)


Drop Classes


[1](#) - [2](#) - [3](#)

3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

2015 Summer | Undergraduate | Peralta Community College Dist

 Success: dropped  Error: unable to drop class

Class	Message	Status
BUS 75	Success: This class has been removed from your schedule.	

[MAKE A PAYMENT](#)

[MY CLASS SCHEDULE](#)

You have successfully dropped a class using the Student Center.