



How to Add a Class Using the Student Center

- Log in to your **PASSPORT** account

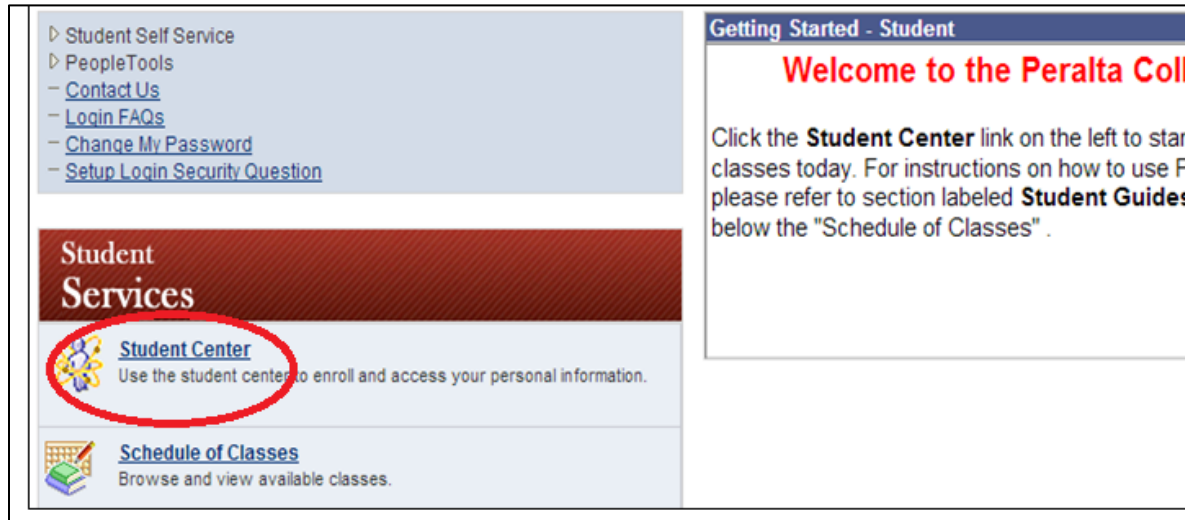
<https://passport.peralta.edu>

The screenshot shows the Passport Login interface. On the left, there is a 'Passport LOGIN' section with a red circle around the 'User ID:' and 'Password:' input fields, the 'Sign In' button, and a 'Forgot Password?' link. Below this is a 'Student Services' section with a 'Schedule of Classes' link and the text 'Browse and view available classes.' On the right, there is a large banner with the text 'The Classes You Need!' and 'Berkeley City College • College of Alameda • Laney College • Merritt College'. Below the banner is a 'Getting Started' section with the text 'Welcome to the Peralta Colleges!' and a paragraph starting with 'With our Passport Student Administration System, taking classes couldn't be easier! Please read below to sta'.

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.

**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)?

▼

2) How many individuals are in your household?

1 2 3 4 5 6 or more

3) Do you receive any of the following?

TANF/CalWORKS ---In California, Temporary Assistance for Needy Families (TANF) is known as CalWORKS (California Work Opportunity and Responsibility to Kids, previously known as Aid to Families with Dependent Children, or AFDC).

You will then be directed to the Student Center page.

- Under Academics, click on Enroll

The screenshot shows the Student Center interface. The 'Academics' menu is expanded, and a red arrow points to the 'Enroll' link. A central notification box displays 'You are not enrolled in classes.' To the right, an 'Alerts' section shows a 'Student Drop/Payment Po' alert with a 'Pay Now' button. Below that is a 'SEARCH FOR CLA' button. At the bottom right, the 'Holds' section is partially visible. The 'Academics' menu includes links for 'Search', 'Enroll', 'My Academics', 'External Transcripts', 'Transcript Request', and 'Official Transcript'. A search bar at the bottom left contains the text 'other academic...'.

Add Classes

1. - Under the “add” tab, select the term you want to enroll in and click

CONTINUE

The screenshot shows a web interface for adding classes. At the top, there are four tabs: 'my class schedule', 'add', 'drop', and 'edit', followed by 'term information'. The 'add' tab is currently selected. Below the tabs, the heading 'Add Classes' is displayed, followed by a progress indicator with three steps, where the first step is active. The main heading is 'Select Term'. Below this is a table with the instruction 'Select a term then click Continue.' The table has three columns: 'Term', 'Career', and 'Institution'. There are three rows of data, each with a radio button in the first column. The second row, '2015 Summer', is selected. A green 'CONTINUE' button is located at the bottom right of the interface.

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

2. - Select Classes to add:

- To add with a “*class number*” proceed to **step 6**.
- To add using the “*class search*”, proceed to **step 3**.

3. - Search for Classes

Add Classes



1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2015 Summer | Undergraduate | Peralta Community College Dist

[change term](#)

Open Closed Wait List

Add to Cart: 2015 Summer Shopping Cart

Enter Class Nbr
 [enter](#)

Find Classes

Class Search

[search](#)

My 2015 Summer Class Schedule

You are not registered for classes in this term.



4. – Enter Class Criteria- Example, Campus: All, Subject: Business

my class schedule add drop edit term information

Add Classes

1 2 3

Enter Search Criteria

Search for Classes

Campuses: Alameda Laney Merritt Berkeley All

Peralta Community College Dist | 2015 Summer

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

Class Search

Subject: Business

Course Number: is exactly

Course Career: Undergraduate

Show Open Classes Only

Open Entry/Exit Classes Only

Additional Search Criteria

[Return to Add Classes](#)

[CLEAR](#) [SEARCH](#)

Click [SEARCH](#) to proceed.

5. – Search Results: Select the appropriate class and proceed to [step 7](#).

Add Classes



Search Results

Peralta Community College Dist | 2015 Summer

[My Class Schedule](#)

You are not registered for classes in this term.

[Shopping Cart](#)

Your shopping cart is empty.

The following classes match your search criteria Course Subject: **Business**, Course Career: **Undergraduate**, Show Open Classes Only: **Yes**



Open



Closed



Wait List

[Return to Add Classes](#)

NEW SEARCH

MODIFY SEARCH

32 class section(s) found

▼ BUS 1A - FINANCIAL ACCOUNTING


Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
31083	A2-LEC Regular	MoTuWeTh 6:00PM - 8:50PM	A-A 231	Olga Fish	06/15/2015 - 07/24/2015		select
30165	B1-LEC Regular	TuWeTh 1:30PM - 5:20PM	BCC 031, GROUND FLR	Fayez ElGiheny	06/15/2015 - 07/24/2015		select
30401	L1-LEC Regular	MoTuWeTh 9:00AM - 11:50AM	L-F 202	Xiaolin Chi	06/15/2015 - 07/24/2015		select

▼ BUS 1B - MANAGERIAL ACCOUNTING

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
30403	L1-LEC Regular	MoTuWeTh 12:00PM - 2:50PM	L-F 202	Margaret Crossman	06/15/2015 - 07/24/2015		select

Select the class, proceed to [step 7](#).

6. - Add with a Class Number

As required, enter class Number from the Schedule of Classes for the appropriate term and click  Class number example: 41871.

Add Classes



1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.


2015 Summer | Undergraduate | Peralta Community College Dist



Open Closed Wait List

Add to Cart:


2015 Summer Shopping Cart

Enter Class Nbr 


Your enrollment shopping cart is empty.

Find Classes

Class Search





7. - Verify the class information is correct and click 

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

Add Classes



1. Select classes to add - Enrollment Preferences

2015 Summer | Undergraduate | Peralta Community College Dist

BUS 75 - SALESMANSHIP

Class Preferences

BUS 75-L1	Lecture	<input checked="" type="radio"/> Open	Wait List	<input type="checkbox"/> Wait list if class is full
Session	Regular Academic		Permission Nbr	<input type="text"/>
Career	Undergraduate		Grading	Graded
			Units	3.00

Section	Component	Days & Times	Room	Instructor	Start/End Date
L1	Lecture		L-ONLINE	Joshua Coplen	06/15/2015 - 07/24/2015

NOTES

The class will be added to your enrollment shopping cart.

Add Classes

1 2 3

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

 **BUS 75 has been added to your Shopping Cart.**

2015 Summer | Undergraduate | Peralta Community
College Dist

[change term](#)

 Open  Closed  Wait List

Add to Cart:

Enter Class Nbr

[enter](#)

Find Classes

Class Search

[search](#)

2015 Summer Shopping Cart

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

[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

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

Add Classes

1 — 2 — 3

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

2015 Summer | Undergraduate | Peralta Community College Dist

Open Closed Wait List

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

[CANCEL](#)

[PREVIOUS](#)

[FINISH ENROLLING](#)

10. – Click [FINISH ENROLLING](#) to process your request for the classes listed.

To exit without adding the classes, click [CANCEL](#)

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

The screenshot shows a navigation bar with buttons for "my class schedule", "add", "drop", "edit", and "term information". Below this is a section titled "Add Classes" with a progress indicator showing steps 1, 2, and 3. The current step is 3, "View results".

View the following status report for enrollment confirmations and errors:

2015 Summer | Undergraduate | Peralta Community College Dist

A summary bar shows a green checkmark for "Success: enrolled" and a red X for "Error: unable to add class".

Class	Message	Status
BUS 75	Success: This class has been added to your schedule.	

At the bottom, there are three buttons: "MAKE A PAYMENT", "MY CLASS SCHEDULE", and "ADD ANOTHER CLASS".

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**

You have successfully added classes using the Student Center.