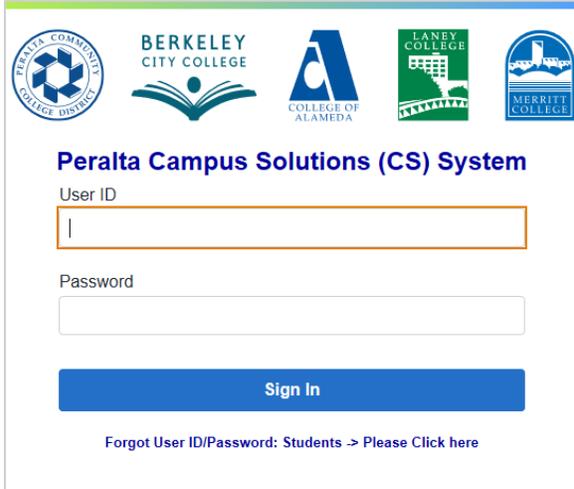


HOW TO ADD A CLASS TO THE SHOPPING CART

This guide will show you how to add a class to your Shopping Cart any time after enrollment appointments become available and before enrollment begins for a term.

1. Go to <https://sa.peralta.edu> and log in to your Student Homepage:



Peralta Campus Solutions (CS) System

User ID

Password

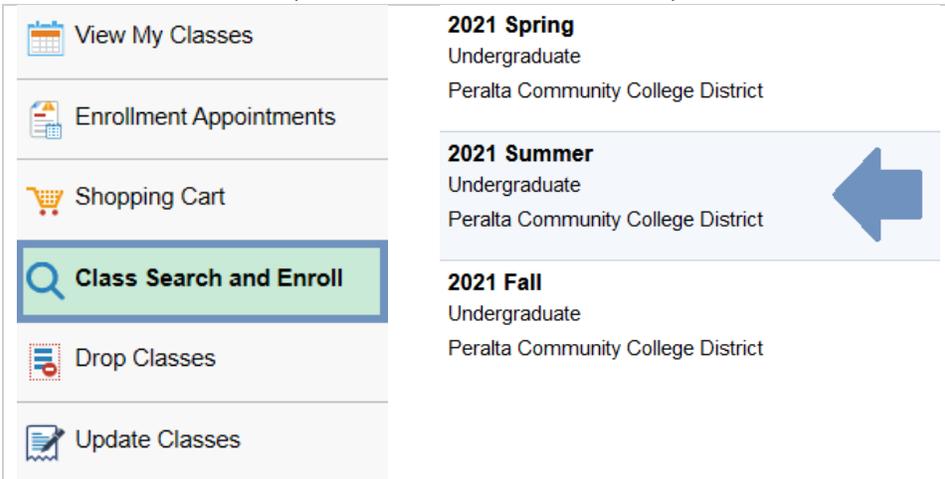
Sign In

[Forgot User ID/Password: Students -> Please Click here](#)

2. Click the 'Manage Classes' tile:



3. From the left-hand menu, select 'Class Search and Enroll', then select a term:



View My Classes

Enrollment Appointments

Shopping Cart

Class Search and Enroll

Drop Classes

Update Classes

2021 Spring
Undergraduate
Peralta Community College District

2021 Summer
Undergraduate
Peralta Community College District

2021 Fall
Undergraduate
Peralta Community College District

4. Enter either class subject (english), class subject and catalog number (ENGL 1A) or class number (30151) in the 'Search For Classes' field to begin your search:

NOTE: At the moment you will need to enter class information before you are able to narrow down your search. We are currently working to move the search filters to the beginning of the search

Search For Classes i

→

For example, if you enter ENGL 1A in the 'Search For Classes' field and click the Search arrow or the ENTER key, your Class Search Results may look similar to this:

Search For Classes i

→

< Class Search

▼ Class Status

Open Classes

▼ Course Career

Undergraduate

▼ Subject

ENGL / English

▼ Campus

Berkeley City College

College of Alameda

Laney College

Merritt College

▼ Academic Session

Eight Week - First

Regular Academic

Class Search Results 🏠 ⋮

View Search Results

1 Course with keyword: ENGL 1A

↕

ENGL 1A

COMPOSITION AND READING

13 Class Options Available >

To view all the sections available, click the class bar to expand it. For this example, this will show you all the ENGL 1A available at all colleges or sessions (regular term, late-start, etc.)

View Search Results

1 Course with keyword: ENGL 1A

↕

↕

ENGL 1A

COMPOSITION AND READING

13 Class Options Available >

←

And all options will be displayed under the Class Selection section:

ENGL 1A
COMPOSITION AND READING

★ [Add to favorite courses](#)

▸ [Course Information](#)

▾ [Class Selection](#) 

Select a class option  Selected Filters 13 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats	Instruction Text
1	Open	Eight Week - First	Lecture - 30006	06/14/2021 - 08/05/2021	Tuesday Wednesday Thursday 12:30PM to 3:10PM	B-ONLINE	Alvin Lebo-Planas	Open Seats 32 of 32	Eight week session, meets 6/14-8/05/21. This section of ENGL 1A PLUS requires enrollment in linked non-credit (free) lab sections of ENGL 508A (#30627), ENGL 508B (#30628), & ENGL 508C (#30629). Student must enroll/drop/waitlist BOTH at the same time. This is an Online Class. This class has both required online meetings and required online learning activities. Students must be available to meet online for the days/hours listed for this section and log into their course site multiple times a week to complete the online learning activities as directed. To access Peralta e-mail and Canvas, please visit https://web.peralta.edu/portal/. 
2	Open	Regular Academic	Lecture - 30491	06/14/2021 - 07/22/2021	To be announced	M-ONLINE	Andrea Henderson	Open Seats 30 of 30	Online Class. This class has no required online meetings. Students are expected to log into their course multiple times a week and complete learning activities as directed. To access Peralta e-mail and Canvas, please visit https://web.peralta.edu/portal/. 
3	Open	Regular Academic	Lecture - 30151	06/14/2021 - 07/22/2021	To be announced	A-ONLINE	Jay Rubin	Open Seats 32 of 32	Online Course: Contact instructor at jrubin@peralta.edu for more information. All instructions and communications for this class will be sent to Peralta student email accounts. To access your student email account, go to www.peralta.edu and click on "For Students" on the left side. Then select "Student Email". 

Another option, is to use the filters to narrow down your search results or limit your search to a specific college or session (regular term or late-start classes):

In the example below, by selecting College of Alameda the results go from 13 to 3:

▾ **Class Status**

Open Classes

▾ **Course Career**

Undergraduate

▾ **Subject**

ENGL / English

▾ **Campus**

Berkeley City College

College of Alameda

Laney College

Merritt College

View Search Results

1 Course with keyword: ENGL 1A

[Open Classes](#)  [College of Alameda](#)  [Clear All](#)



ENGL 1A

COMPOSITION AND READING

3 Class Options Available 

5. To add a class to the Shopping Cart, hover over the class until it turns light blue and click to select it:

Select a class option ⓘ Selected Filters 3 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats	Instruction Text
1	Open	Regular Academic	Lecture - 30151	06/14/2021 - 07/22/2021	To be announced	A-ONLINE	Jay Rubin	Open Seats 32 of 32	Online Course; Contact instructor at jrubin@peralta.edu for more information. All instructions and communications for this class will be sent to Peralta student email accounts. To access your student email account, go to www.peralta.edu and click on "For Students" on the left side. Then select "Student Email".
2	Open	Regular Academic	Lecture - 30178	06/14/2021 - 07/22/2021	To be announced	A-ONLINE	Staff	Open Seats 32 of 32	Online Course; Please visit www.alameda.peralta.edu for more information. All instructions and communications for this class will be sent to Peralta student email accounts. To access your student email account, go to www.peralta.edu and click on "For Students" on the left side. Then select "Student Email".
3	Open	Regular Academic	Lecture - 30173	06/14/2021 - 07/22/2021	To be announced	A-ONLINE	Christopher Blood	Open Seats 32 of 32	Online Course; Contact instructor at cblood@peralta.edu for more information. All instructions and communications for this class will be sent to Peralta student email accounts. To access your student email account, go to www.peralta.edu and click on "For Students" on the left side. Then select "Student Email".

6. The class will be moved to Step 1 of 3: Review Class Selection. To move to Step 2, click the 'Next' button in the upper corner:

2021 Summer
Undergraduate
Peralta Community College District

1 Review Class Selection
Visited

2 Review Class Preferences
Not Started

3 Review and Submit
Not Started

Step 1 of 3: Review Class Selection

You have selected

ENGL 1A COMPOSITION AND READING

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 30173	Regular Academic	06/14/2021 - 07/22/2021	To be Announced	Open Seats 32 of 32

 Next >

7. In Step 2 of 3 you have the options for adding to the waitlist or using a permission numbers. Leave both items as they are and click the 'Accept' button:

1 Review Class Selection
Complete

2 Review Class Preferences
In Progress

3 Review and Submit
Not Started

Step 2 of 3: Review Class Preferences

ENGL 1A COMPOSITION AND READING

Lecture - 30173 - Open

Add to waitlist if class is full? ⓘ No

Permission Number ⓘ

 Accept

8. In Step 3 of 3 you will review and submit your request to add the class to your Shopping Cart. After clicking the 'Submit' button, click Yes to confirm your submission:

1 Review Class Selection
Complete

2 Review Class Preferences
Complete

3 Review and Submit
Visited

Step 3 of 3: Review and Submit

You have selected to add to your shopping cart

ENGL 1A COMPOSITION AND READING

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 30173	Regular Academic	06/14/2021 - 07/22/2021	To be Announced	Open Seats 32 of 32

[Class Preferences](#)

Submit

9. You will received confirmation that the class has been added to your Shopping Cart:

ENGL 1A - COMPOSITION AND READING
Class has been added to your Shopping Cart.

The class will be also listed in the Shopping Cart section:

View My Classes

Enrollment Appointments 1

Shopping Cart

Class Search and Enroll

Drop Classes

Update Classes

[Delete](#)

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 30173	ENGL 1A COMP AND READING	Regular Academic	More meeting details available			4.00	Open Seats 32 of 32	Change Preferences

Once the enrollment period for a term opens up, you will see the option to enroll from the classes in your Shopping Cart:

View My Classes

Enrollment Appointments 2

Shopping Cart

Class Search and Enroll

Drop Classes

Update Classes

[Enroll](#)

[Delete](#)

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 30173	ENGL 1A COMP AND READING	Regular Academic	More meeting details available			4.00	Open Seats 32 of 32	Change Preferences