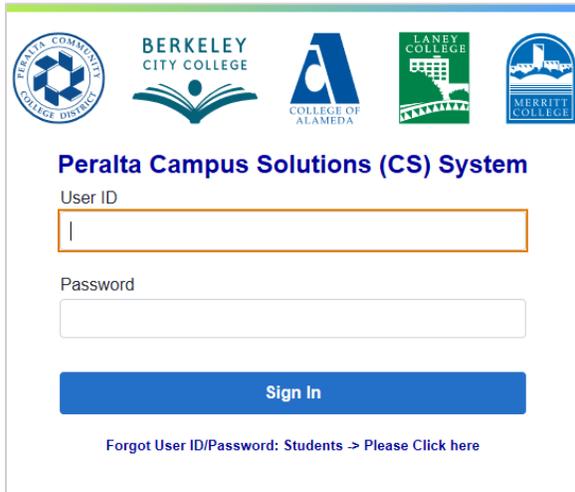


HOW TO ADD A CLASS

This guide will show you how to add a class, add to the waitlist, add a class using a permission number, and selecting a grade option at the time of enrollment.

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



Peralta Campus Solutions (CS) System

User ID

Password

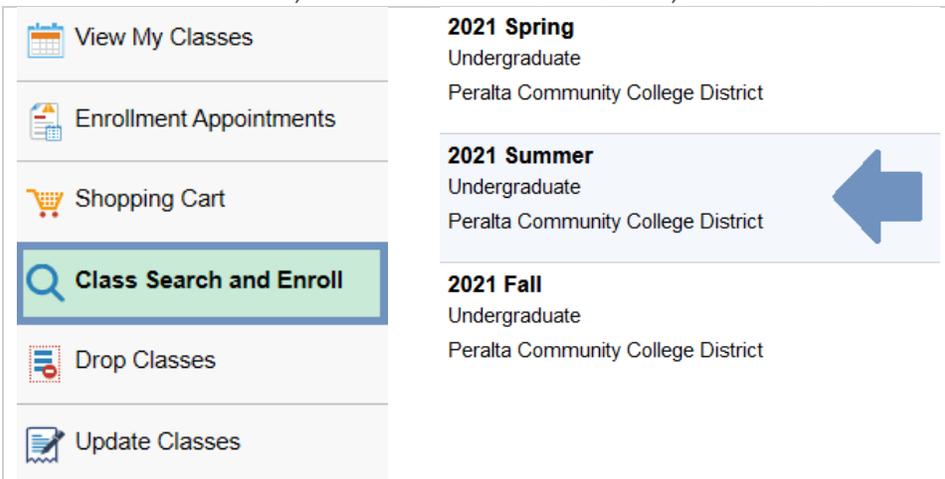
Sign In

[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:

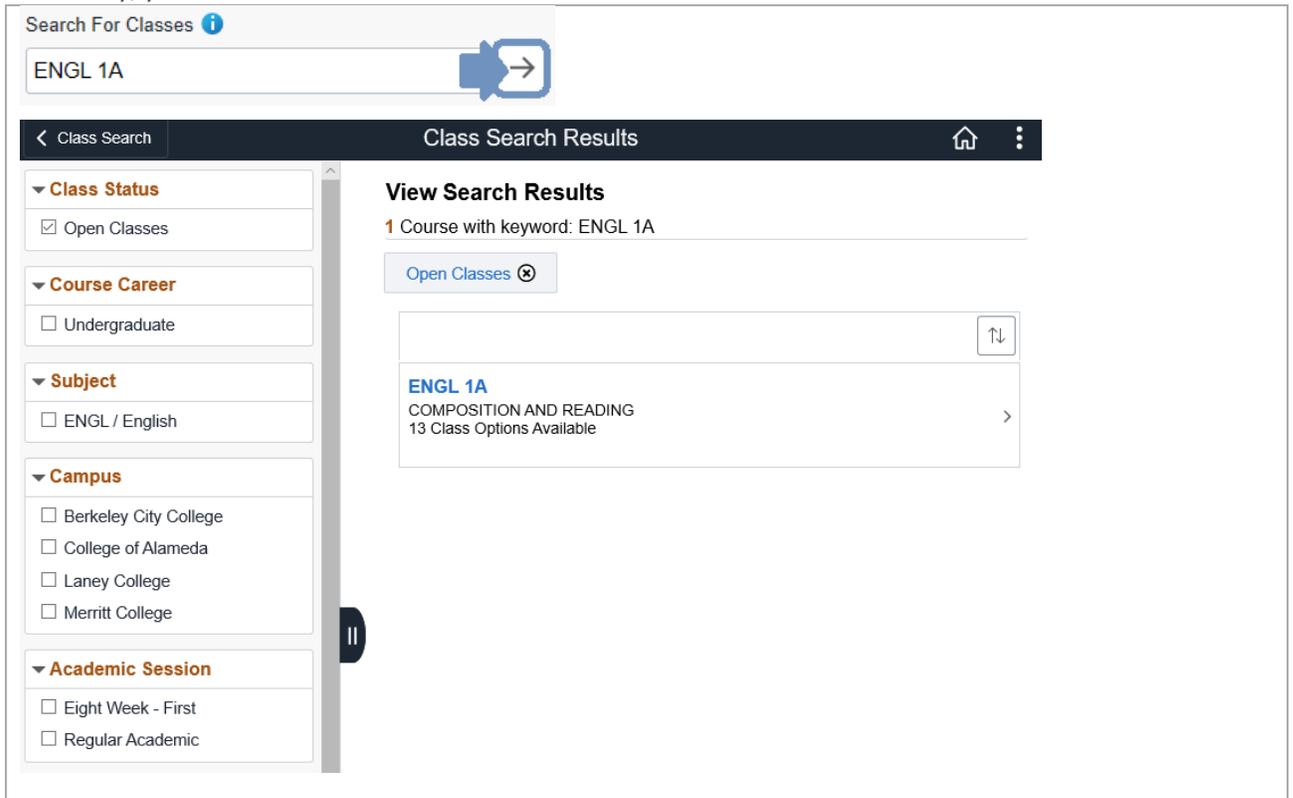
NOTE: At the moment you will need to enter class information before you are able to narrow down your search. We are currently working to move the search filters to the beginning of the search



Search For Classes ⓘ

Enter any class information: e.g ENGL 1A or ENGL or class number →

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 will look similar to this:



Search For Classes ⓘ

ENGL 1A →

< Class Search Class Search Results >

View Search Results

1 Course with keyword: ENGL 1A

Open Classes ⓘ

ENGL 1A
COMPOSITION AND READING
13 Class Options Available >

Class Status

Open Classes

Course Career

Undergraduate

Subject

ENGL / English

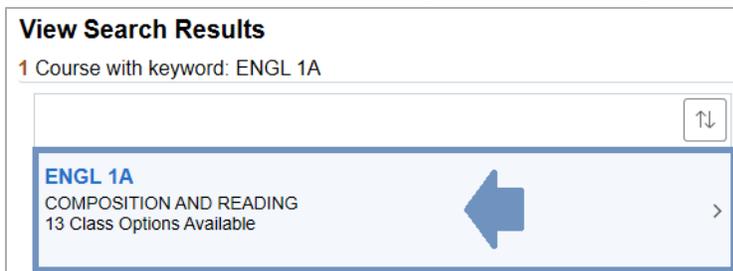
Campus

Berkeley City College
 College of Alameda
 Laney College
 Merritt College

Academic Session

Eight Week - First
 Regular Academic

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 

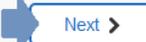


5. To select a class, hover over the class until it turns light blue and click to begin enrollment process:

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 4 (Review Class Selection) of the enrollment process. To move to Step 2, click the 'Next' button in the upper corner:



2021 Summer
Undergraduate
Peralta Community College District

1

Review Class Selection
Complete

Step 1 of 4: Review Class Selection
You have selected
ENGL 1A COMPOSITION AND READING
 Option Status Open

2

Review Class Preferences
In Progress

3

Enroll or Add to Cart
Not Started

4

Review and Submit
Not Started

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

7. In Step 2 of 4 you will see several options:

- Add to waitlist if class is full: Select yes, if you want to be added to the class waitlist
- Permission Number: If the class is full or if you are on the waitlist, contact the class instructor to request a Permission Number and enter it in this field
- Grading Option: This will only be available if the class can be taken for a letter grade or for Pass/No Pass. In the example below (ENGL 1A), the class can only be taken for a letter grade and the Grading Option is not available

1 Review Class Selection Complete	Step 2 of 4: Review Class Preferences 
2 Review Class Preferences In Progress	
3 Enroll or Add to Cart Not Started	
4 Review and Submit Not Started	
ENGL 1A COMPOSITION AND READING	
Lecture - 30173 - Open	
Add to waitlist if class is full?  <input type="checkbox"/> No	
Permission Number 	
<input type="text"/>	

8. In Step 3 of 4 you will see two options

- Enroll: If you are ready to enroll in the class, select this option and click 'Next'
- Add to Shopping Cart: If you are not ready to enroll yet and would like to save the class to enroll at a later time, select this option and click 'Next'

 	
2021 Summer Undergraduate Peralta Community College District	
1 Review Class Selection Complete	Step 3 of 4: Enroll or Add to Cart
2 Review Class Preferences Complete	
3 Enroll or Add to Cart Visited	
4 Review and Submit Not Started	
Do you wish to enroll or add the class to your Shopping Cart?	
<input checked="" type="radio"/> Enroll	
<input type="radio"/> Add to Shopping Cart	

9. In Step 4 of 4 you will review the information before submitting your enrollment request. If everything looks correct, click the 'Submit' button and then click 'Yes' to confirm your submission:

1 Review Class Selection
Complete

2 Review Class Preferences
Complete

3 Enroll or Add to Cart
Complete

4 Review and Submit
Visited

Step 4 of 4: Review and Submit

You have selected to enroll in

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

You will receive a message confirming your enrollment:

ENGL 1A - COMPOSITION AND READING

This class has been added to your schedule.

And the class will now appear in the 'View My Classes' section:

View My Classes

By Class

By Date

Enrollment Appointments 2

Shopping Cart

Class Search and Enroll

Drop Classes

Update Classes

Swap Classes

Browse Course Catalog

Show Enrolled Classes
 Show Waitlisted Classes
 Show Dropped Classes

[Printable Page](#)

▼ ENGL 1A COMP AND READING

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	4.00	Graded		Matriculating-Laney	

Class	Start/End Dates	Days and Times	Room
Lecture - 30173	06/14/2021 - 07/22/2021	Days: To be Announced Times: To be Announced	A-ONLINE >