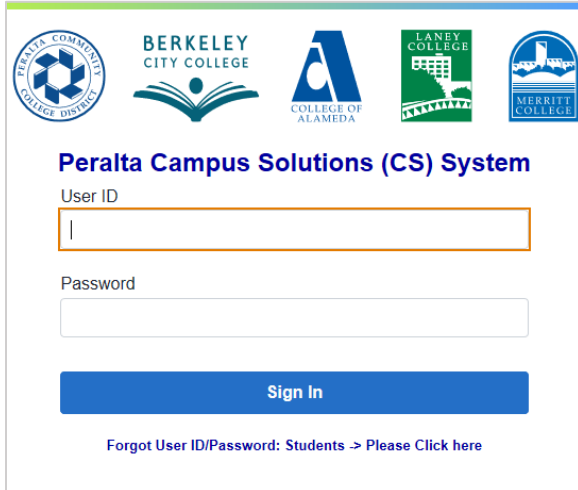


## HOW TO ENROLL FROM THE WAITLIST WITH A PERMISSION NUMBER

This guide will show you how to enroll from the waitlist with a permission number.  
(Please contact instructor to request permission numbers)

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



**Peralta Campus Solutions (CS) System**

User ID

Password

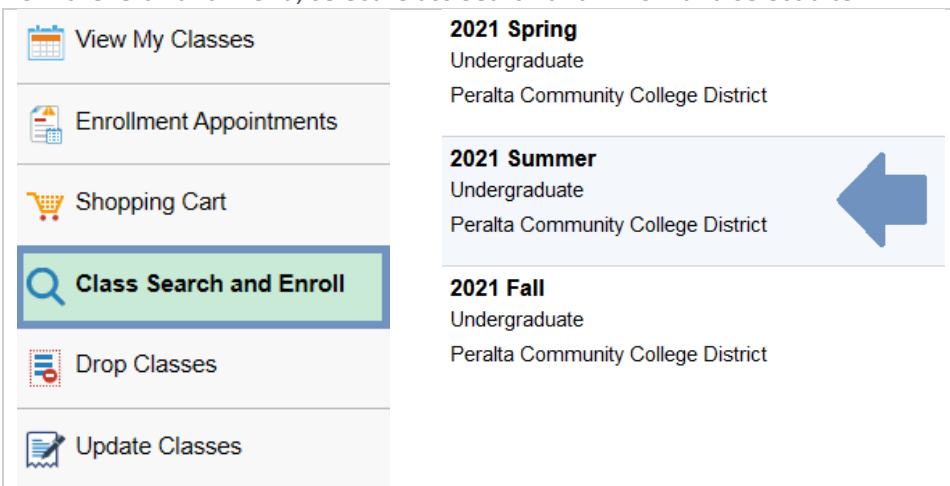
**Sign In**

[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' and select a term:



**Class Search and Enroll**

**2021 Spring**  
Undergraduate  
Peralta Community College District


**2021 Summer**  
Undergraduate  
Peralta Community College District

**2021 Fall**  
Undergraduate  
Peralta Community College District


4. Either search for the class or select it from the 'Recent Viewed' list:

|   |
|---|
| ▶ <b>Favorites</b>  |
| ▼ <b>Recently Viewed</b>                                    |
| <b>COMM 1A</b><br>INTRODUCTION TO SPEECH >                  |
| <b>COMM 1A</b><br>INTRODUCTION TO SPEECH >                  |
| <b>ENGL 5</b><br>CRITICAL THINKING IN READING AND WRITING > |
| <b>ENGL 1A</b><br>COMPOSITION AND READING >                 |
| <b>ENGL 1A</b><br>COMPOSITION AND READING >                 |
| <a href="#">Delete All</a>                                  |

5. Follow all the enrollment steps to add the class, entering the Permission Number in Step 2:

|  |   |   |
|--|---|---|
| <b>1</b> Review Class Selection<br>Complete      | <b>Step 2 of 4: Review Class Preferences</b><br><b>COMM 1A INTRODUCTION TO SPEECH</b><br>Lecture - 30209 - Wait List<br>Add to waitlist if class is full? <input type="checkbox"/> No<br>Permission Number <input type="text" value="146952"/><br>Grading Basis<br>Graded |  |
| <b>2</b> Review Class Preferences<br>In Progress |   |   |
| <b>3</b> Enroll or Add to Cart<br>Not Started    |   |   |
| <b>4</b> Review and Submit<br>Not Started        |   |   |

You will receive a message confirming the class has been added to your schedule:

|  |
|--|
|  <b>COMM 1A - INTRODUCTION TO SPEECH</b><br>This class has been added to your schedule. |
|--|