STUDENT GUIDE PASSPORT

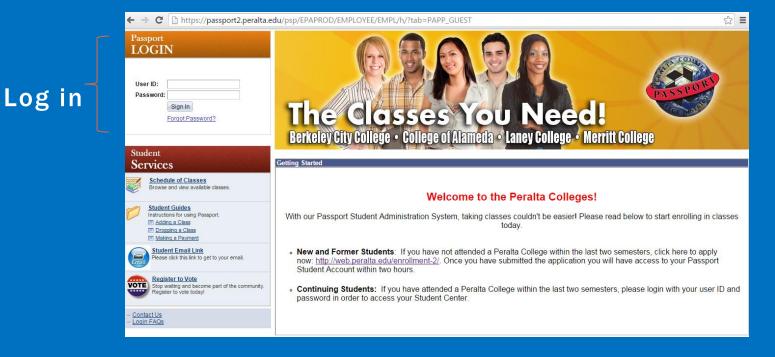
PASSPORT

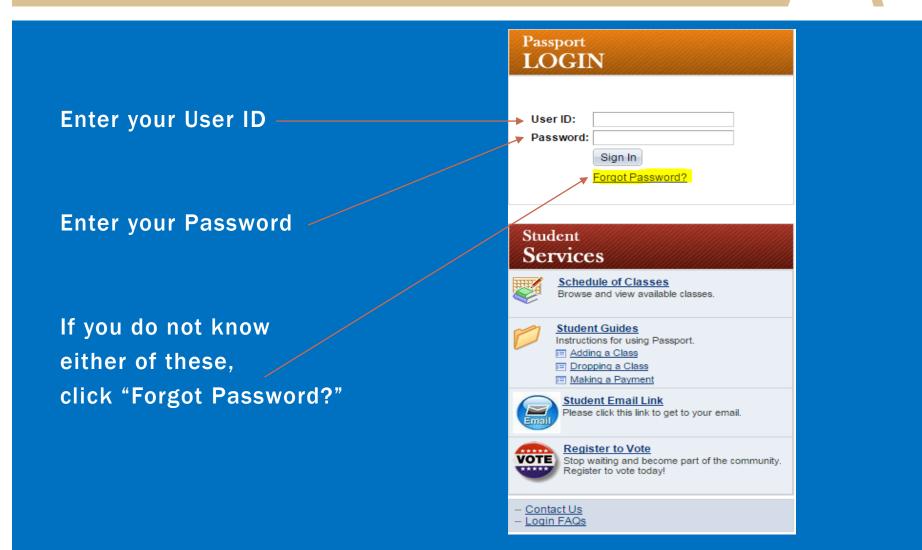


- Log-in
- **Given Student Center**
- Holds
- □ Add/Drop Classes
- Pay Fees

Ways to access Passport

- Passport2.peralta.edu
- Peralta.edu search Passport
- Google Peralta Passport

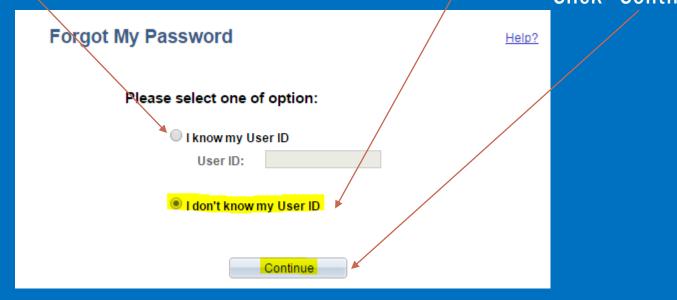


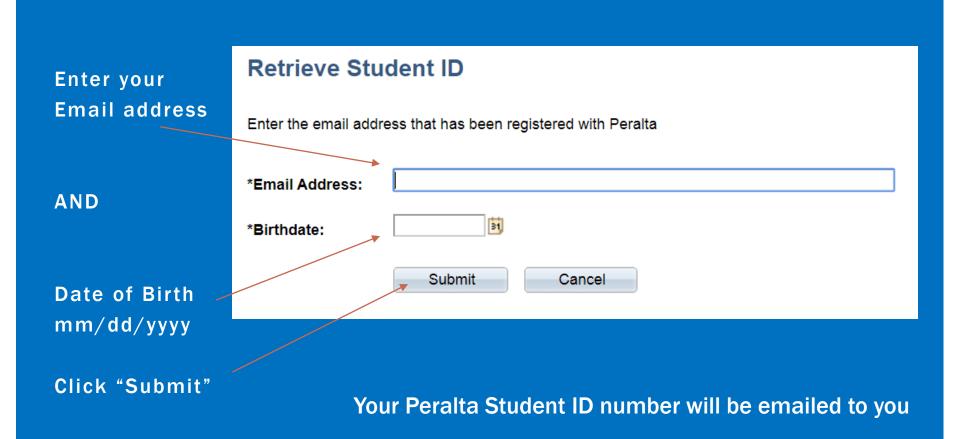




If you don't know your User ID:

Click "I don't know my User ID" Click "Continue"





STUDENT CENTER

Click "Student Center"

Passport

- D Student Self Service
- ▷ PeopleTools
- Contact Us
- Login FAQs
- Change My Password
- Setup Login Security Question

Student Services Student Center Use the student center to enroll and access your personal information. Schedule of Classes Browse and view available classes.

Student Guides

Instructions for using Passport.

Dropping a Class
 Making a Payment

Student Email Link

Please click this link to get to your email.

Register to Vote

VOTE Stop waiting and become part of the community. Register to vote today!

STUDENT CENTER

| * Academics | | | Alerts Student Drop/Payment | |
|---|---|--|--|--|
| Search | Deadlines | J URL | Policy | |
| Enroll My Academics | This Week's S | chedule | Pay Now | |
| Official Transcript | Class | Schedule | | |
| other academic • 🛞 | BIOL 2-A3 LEC (41401) | Sa 8:00AM - 11:50AM A-ATLANTIC 130 | SEARCH FOR CLASSES | |
| | BIOL 2-A3L LAB (41402) | Sa 12:30PM - 3:20PM A-ATLANTIC 130 | Holds | |
| | BUS 1A-A2 LEC (40985) | MoWe 10:00AM - 11:50AM A-A 231 | No Holds. | |
| | COMM 20-A1 LEC (41009) | Tu 3:00PM - 5:50PM A-C 109 A-HYBRID | To Do List No To Do's. | |
| | LRNRE 501- A1L LAB (41122) | A-L BLDG LIBRARIANS 2ND FLOOR | * Milestones | List of t |
| | | weekly schedul | le > No Milestones | you nee |
| ✓ Finances My Account | Account Summar | | Enrollment Dates | you nee comple financia |
| My Account Account Inquiry | You owe 843.0 | y 0. | Enrollment Dates Enrollment Appointment You may begin enrolling for | comple |
| My Account | You owe 843.0 Due Now | o | Enrollment Dates Enrollment Appointment You may begin enrolling for the 2016 Spring Regular Academic session on | comple |
| My Account Account Inquiry Payment Profile Financial Aid View Financial Aid | You owe 843.0 | y 0. | Enrollment Dates Enrollment Appointment You may begin enrolling for the 2016 Spring Regular Academic session on November 5, 2015. | comple financia |
| My Account Account Inquiry Payment Profile Financial Aid | You owe 843.0 Due Now Future | 9. 0.00 843.00 | Enrollment Dates Enrollment Appointment You may begin enrolling for the 2016 Spring Regular Academic session on | comple financia Da |
| My Account Account Inquiry Payment Profile Financial Aid View Financial Aid | You owe 843.0 Due Now Future Due | 9. 0.00 843.00 | Enrollment Dates Enrollment Appointment You may begin enrolling for the 2016 Spring Regular Academic session on November 5, 2015. details | comple financia Da sta |
| My Account Account Inquiry Payment Profile Financial Aid View Financial Aid Accept/Decline Awards | You owe 843.0 Due Now Future Due | y 0.00 843.00 US Dollar. | Enrollment Dates Enrollment Appointment You may begin enrolling for the 2016 Spring Regular Academic session on November 5, 2015. detail | comple financia Da |
| My Account Account Inquiry Payment Profile Financial Aid Accept/Decline Awards | You owe 843.0 Due Now Future Due | y 0.00 843.00 US Dollar. | Enrollment Dates Enrollment Appointment You may begin enrolling for the 2016 Spring Regular Academic session on November 5, 2015. details Clock Links PASSPORT HELP | comple financia Da sta up |
| My Account Account Inquiry Payment Profile Financial Aid View Financial Aid Accept/Decline Awards other financial • (3) | You owe 843.0 Due Now Future Due | y 0.00 843.00 US Dollar. make a paymen | Enrollment Dates Enrollment Appointment You may begin enrolling for the 2016 Spring Regular Academic session on November 5, 2015. detail Movember 5, 2015. detail PASSPORT HELP Admissions & Becords Fees and Financial Ald Info. | comple financia Da sta up (th |
| My Account Account Inquiry Payment Profile Financial Aid Accept/Decline Awards other financial | You owe 843.0 Due Now Future Due Currency used is | y 0. 843.00 US Dollar. make a paymen | Enrollment Dates Enrollment Appointment You may begin enrolling for the 2016 Spring Regular Academic session on November 5, 2015. detail | comple financia Da sta up (th |
| My Account Account Inquiry Payment Profile Financial Aid Accept/Decline Awards other financial • (3) Personal Information Demographic Data | You owe 843.0 Due Now Future Due Currency used is | y 0. 843.00 US Dollar. make a paymen | Enrollment Dates Enrollment Appointment You may begin enrolling for the 2016 Spring Regular Academic session on November 5, 2015. detail Movember 5, 2015. detail PASSPORT HELP Admissions & Becords Fees and Financial Ald Info. | comple financia Da sta up |

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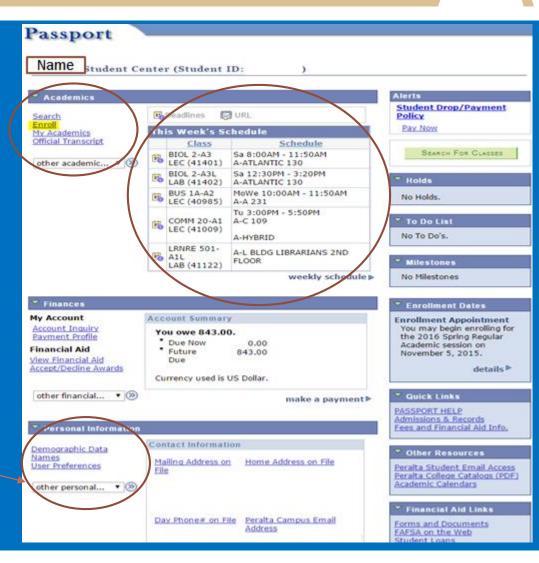
> you can signing r classes date ges every ester)

STUDENT CENTER

Academics:

- Order Official Transcripts
- View class schedule,
- View unofficial Transcripts
- View your grades
- View your Student Education Plan

Personal Information: Make sure everything is up to date – you can edit on Passport



HOLDS

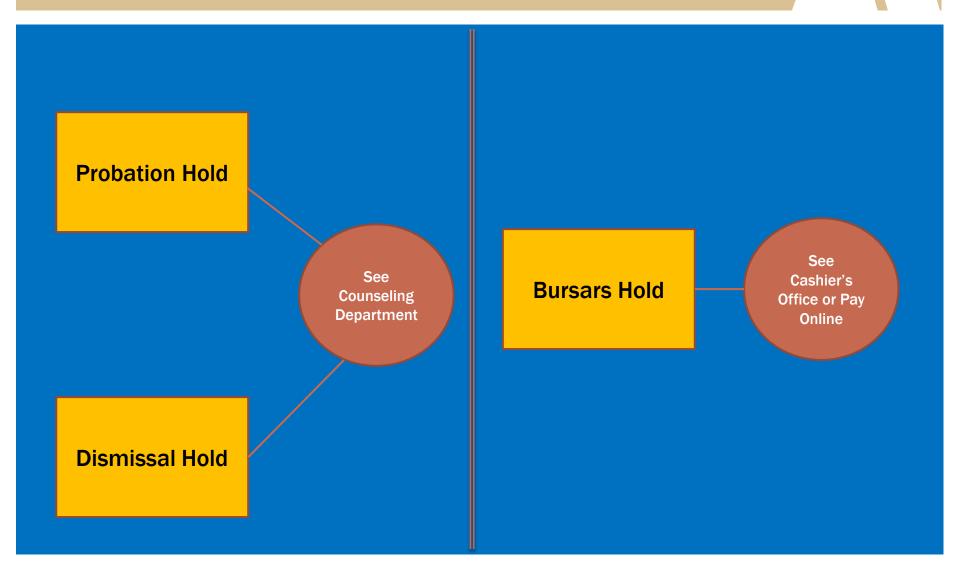
| Academics | | | | Alerts |
|---|------------|--|---|---|
| Search | 100 | Deadlines 🛛 | JURL | Student Drop/Payment Policy |
| Enroll My Academics | Th | is Week's S | chedule | Pay New |
| Official Transcript | | Class | Schedule | |
| other academic * (>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> | 18 | BIOL 2-A3 LEC (41401) | Sa 8:00AM - 11:50AM A-ATLANTIC 130 | SEARCH FOR CLASSES |
| | 100 | BIOL 2-A3L LAB (41402) | Sa 12:30PM - 3:20PM A-ATLANTIC 130 | Holds |
| | 66 | BUS 1A-A2 LEC (40985) | MoWe 10:00AM - 11:50AM A-A 231 | No Holds. |
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| | 15 | LRNRE 501- A1L LAB (41122) | A-L BLDG LIBRARIANS 2ND FLOOR | Milestones |
| Finances | 1410 | | 40 ⁻ | Enrollment Dates |
| ly Account Account Inquiry Payment Profile Inancial Aid Iew, Financial Aid Accept/Decline Awards | ¥¢ | ount Summar ou owe 843.0 Due Now Future Due mency used is | 0.00 843.00 | Enrollment Appointment You may begin enrolling f the 2016 Spring Regular Academic session on November 5, 2015. details |
| other financial 🔻 🛞 | | | make a paymen | V Quick Links |
| Personal Information | | | | PASSPORT HELP Admissions & Records Fees and Financial Aid Info |
| emographic Data | Con | tact informat | ion | * Other Resources |
| other personal • (>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> | Ma Eile | illing Address o g | n Home Address on File | Peralta Student Email Acce Peralta College Catalogs (PC Academic Calendars |
| | | s v Phone≢ on F | lle Peralta Campus Email Address | Peralta College Catalogs |

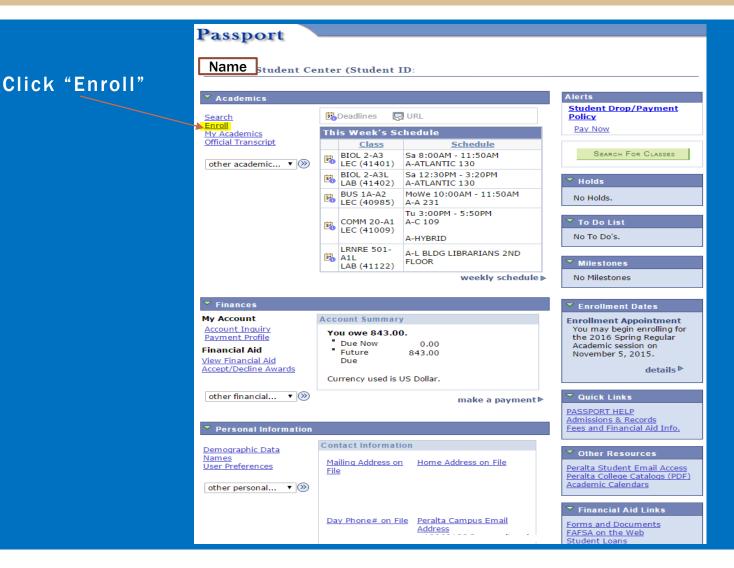
Holds that must be removed before enrolling in classes

Types of Holds:

- 1) Probation Hold (academic & progress)
- 2) Dismissal Hold (academic & progress)
- 3) Bursars Hold if you owe \$\$



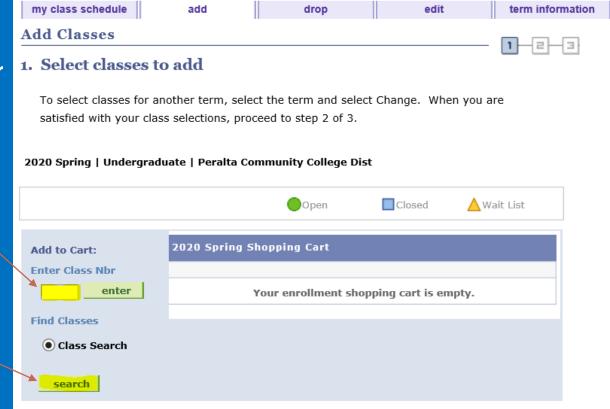




Enter class number (5 digits)

OR

Click "Search"



Select a campus

| | my class schedule add drop edit term information Add Classes 1-2-3 Enter Search Criteria | |
|----|--|--------------------------------------|
| S | Search for Classes Campuses: Alameda Laney Merritt Berkeley All Peralta Community College Dist 2020 Spring | Enter course number (optional) |
| | Select at least 2 search criteria. Select Search to view your search results. | |
| | Subject Art V Course Number is exactly V All Fee-Based Noncredit © Undergraduate | |
| ct | Session Mode of Instruction Show Open Classes Only Open Entry/Exit Classes Only V | Click "Search" |
| | Course Attribute Course Attribute Value V Additional Search Criteria | |
| | Return to Add Classes CLEAR SEARCH | |
| | Search Enroll My Academics My Class Schedule Add Drop Edit Term Information | |

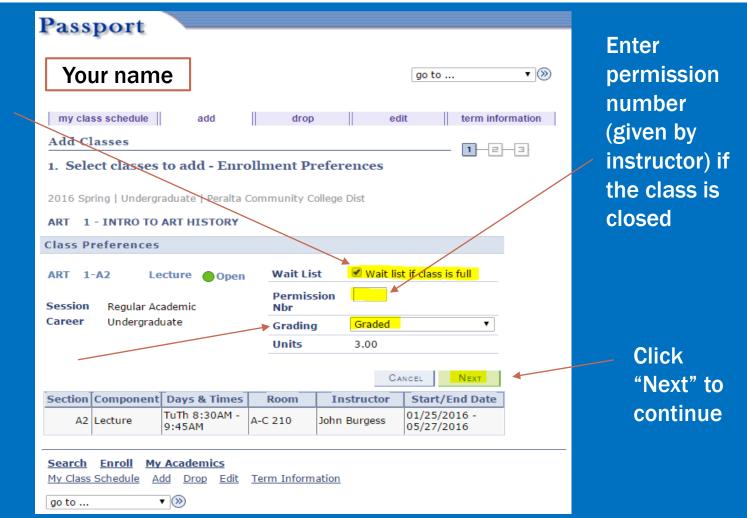


| | | | Open | Closed | A Wait List | | | |
|--------------|---------------------------------|---------------------------|----------|-------------------|----------------------------|--------|--------|---------------|
| | | | Open | Closed | wait List | | | |
| eturn to | Add Classes | | NEW | SEARCH | MODIFY SEARCH | | | |
| class s | section(s) fou | nd | | | | | | _ |
| ▼ ART | 1 - INTRODU | CTION TO ART HIS | TORY | | | | | - |
| <u>Class</u> | Section | Days & Times | Room | Instructor | Meeting Dates | Status | | |
| 23398 | A1-LEC Regular | Sa 9:00AM - 12:15PM | A-C 109 | Gabriel Navar | 01/21/2020 - 05/22/2020 | • | select | |
| | a .: | | | | | | | |
| | Section | Days & Times | Room | Instructor | Meeting Dates | Status | | |
| <u>20537</u> | <u>A2-LEC</u> <u>Regular</u> | TuTh 10:30AM - 11:45AM | A-D 312 | Susan Leffingwell | 01/21/2020 - 05/22/2020 | | select | Select one |
| Class | Section | Days & Times | Room | Instructor | Meeting Dates | Status | | course |
| <u>24401</u> | <u>A4-LEC</u> Eight Wk 2 | ТВА | A-ONLINE | Maria Guzman | 03/16/2020 - 05/14/2020 | | select | add |
| | | | | | | | | |

ADDING A WAIT LIST CLASS

Wait list if the class is full

Select graded or pass/no pass



| | Passport | | | | | |
|---------------------|--|--|--|--------------------|----------------------|--------------|
| Make sure | Your name | | | go to | • >>> | |
| it's the correct | my class schedule | add | drop | edit term | n information | |
| course | Add Classes 1. Select classes t | to add | | 1- | -2-3 | |
| | satisfied with your cl | another term, select ti class selections, proceed | | aange. When you an | | Click |
| | 2016 Spring Under Community College | | change | e term | | "Proceed to |
| | | | Open C | losed 🔥 Wait Lis | st | Step 2 of 3" |
| | Add to Cart: Enter Class Nbr enter Find Classes © Class Search | | opping Cart Days/Times Roo TuTh 8:30AM - 9:45AM A-C | | Inits Status 3.00 | |
| | | | | | | |
| | search | | | PROCEED TO ST | | |

| | Passport | : | | | |
|--------------|------------------------------------|--|------------------------------------|-------------------------|-----------------------|
| Confirm that | | | | | |
| t's the | Your nam | ne | | go to | ▼ ≫ |
| correct | my class schedu | le add | drop | edit term inf | ormation |
| course again | Add Classes | | | 1-e | H-B- |
| | exit without ad | rolling to process dding these classe | lta Community College Di | | |
| | Class | Description | Days/Times Room | Instructor Units Stat | us |
| | ART 1-A2 (20984) | INTRO TO ART HISTORY (Lecture) | TuTh 8:30AM - 9:45AM A-C 210 | J. Burgess 3.00 | Click |
| | | | Cancel Pr | EVIOUS FINISH ENROLLING | "Finish Enrolling" |
| | Search Enroll My Class Schedule | <u>My Academics</u> Add Drop Ec | <u>lit</u> <u>Term Information</u> | | |
| | go to | ▼ (>>> | | | |

ADDING CLASSES SUCCESSFULLY

| assport | | |
|-------------------------|--|-------|
| Your name | go to | • >>> |
| my class schedule | add drop edit term informa | tion |
| Add Classes | 1-2-3 | n. |
| 3. View results | | |
| View the following st | atus report for enrollment confirmations and errors: | |
| | | |
| | uate Peralta Community College Dist Success: enrolled Error: unable to add class | |
| 2016 Spring Undergrad | uate Peralta Community College Dist | |
| | uate Peralta Community College Dist Success: enrolled Error: unable to add class | |
| 2016 Spring Undergrad | uate Peralta Community College Dist ✓ Success: enrolled Kerror: unable to add class Message Status Success: This class has been added to your | |

Success •

Enrolled in class

ADDING CLASSES UNSUCCESSFULLY

| What | Passport | | | |
|-----------|---------------------------|--|------------------------------|----------|
| Happened? | Your name | | go to ▼ (| » |
| | my class schedule | add drop | edit term information | |
| | Add Classes | | 1_2_3 | |
| | 3. View results | | | Time |
| | View the following stat | tus report for enrollment confirma | ations and errors: | Conflict |
| | 2016 Spring Undergradua | ate Peralta Community College | Dist | |
| | | Success: enrolled | 🗙 Error: unable to add class | |
| | Class | Message | Status | |
| | ART 1 | Error: You cannot add this conflict with class 21253. S | | |
| | | Make A Payment My Class | Schedule Add Another Class | |
| | | <mark>ademics</mark> Drop Edit Term Information | | |
| | go to 🔻 📎 |) | | |

ADDING CLASSES UNSUCCESSFULLY

| What Happened? | Passport Your name | go to | . •)>>> | |
|-------------------|---|--|------------------|--|
| | my class schedule Add Classes 3. View results | add drop edit | term information | Prereq has not been met - meet with a counselor to |
| | 2016 Spring Undergradua | te Peralta Community College Dist | to add class | discuss your options |
| | Class MATH 3F | Message Error: Unable to add this class - requisites have not been met. PR: Math-N: Math 3B & Math 3E | × ² | |
| | Search Enroll My Acad My Class Schedule Add D go to | emics rop Edit Term Information | NOTHER CLASS | |

ADDING CLASSES UNSUCCESSFULLY

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| /hat appened? | Passport | | | | | | | |
|------------------|--|--|--|--|--|--|--|--|
| | Your name go to v 📎 | | | | | | | |
| | my class schedule add drop edit term inforr Term Maximum Add Classes 1-2- Exceeded - meet | | | | | | | |
| | 3. View results View the following status report for enrollment confirmations and errors: 2016 Spring Undergraduate Peralta Community College Dist | | | | | | | |
| | 2016 Spring Ondergraduate Peraita Community College Dist ✓ Success: enrolled ★ Error: unable to add class Class Message Status | | | | | | | |
| | ART 1 Error: Unable to add this class - term maximum exceeded. Adding this class would exceed the maximum number of units or courses allowed for this term. | | | | | | | |
| | Make A Payment My Class Schedule Add Another Class | | | | | | | |
| | Search Enroll My Academics My Class Schedule Add Drop Edit Term Information go to | | | | | | | |

DROPPING CLASSES

| | P | ass | spor | t | | | | | | | |
|--------|----------|----------|--|-------------------------------------|------------------------------|-----------------------|-------------|----------|----------|-------|----------|
| | Γ | You | r nam | e | | | go to | · | | • >>> | |
| Click | 1 | | ass sched | | | | edit | ter | m inform | ation | |
| "Drop" | 1 | Drop | Classes | | | | | 1 | | 3 | |
| | 1 | . Sel | ect clas | ses to drop | | | | | | | |
| | | Selec | ct the clas | ses to drop and click | Drop Selected C | lasses. | | | | | |
| | | | | | | | | | | | |
| | | | | Undergraduate P llege Dist | eralta | change | e term | | | | |
| | Г | | , | | • | | • | 14/-14 - | inter al | | |
| Select | | | | | ✓Enrolle | ed 🛞 D | propped | Wait L | isted | | |
| Select | 1 | Select | Class | Description | Days/Times | Room | Instructor | Units | Status |] | |
| Class | | | <u>CHEM</u> <u>30A-</u> <u>A1LA</u> (21329) | INTRO GENERAL CHEM (Laboratory) | Tu 1:00PM - 3:50PM | A- ATLANTIC 150 | E. Clifford | | ~ | | |
| | | | CHEM 30A-A1 (21056) | INTRO GENERAL CHEM (Lecture) | TuTh 10:45AM - 12:00PM | A- ATLANTIC 110 | E. Clifford | 4.00 | ~ | | |
| | K | | <u>COMM</u> <u>1A-A2</u> (24290) | INTRO TO SPEECH (Lecture) | Mo 3:00PM - 5:50PM | A-D 204 A-HYBRID | J. Fowler | 3.00 | ~ | | |
| | | | <u>HIST</u> 7A-A1 (21183) | HIST/U.S. TO 1877 (Lecture) | MoWe 8:30AM - 9:45AM | A-C 209 | M. Story | 3.00 | ~ | | |
| | | | <u>MATH</u> <u>13-A1</u> (21253) | INTRO TO STATISTICS (Lecture) | TuTh 8:00AM - 9:50AM | A-D 119 | V. Nguyen | 4.00 | ~ | | |
| | | | <u>POSCI</u> <u>1-A7</u> (21309) | GOVT/POLITICS IN US (Lecture) | MoWe 10:00AM - 11:15AM | A-D 237 | R. Lomax | 3.00 | ~ | | Click |
| | | | | | | | DROP SELE | CTED C | LASSES | ~ | |
| | | | 016 Spri | ng Class Schedule | | | | | | | "Drop |
| | | wy 2 | o to spri | ng class schedule | | | | | | | selected |
| | 5 | Search | Enroll | My Academics | | | | | | | |
| | <u>1</u> | 1y Class | s Schedule | <u>Add Drop Edit</u> | <u>Term Informa</u> | <u>tion</u> | | | | | classes" |
| | | go to | | ▼ (≫) | | | | | | | |

DROPPING CLASSES

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| | Passport | |
|-----------------|---|------------------|
| onfirm ourse | Your name | |
| | my class schedule add drop edit term information Drop Classes 1 2 3 2. Confirm your selection 1 3 | |
| | Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel. 2016 Spring Undergraduate Peralta Community College Dist <pre></pre> | |
| | Class Description Days/Times Room Instructor Units Status | |
| | COMM 1A-A2 (24290) INTRO TO SPEECH (Lecture) Mo 3:00PM - 5:50PM A-D 204 A-HYBRID J. Fowler 3.00 | |
| | CANCEL PREVIOUS FINISH DROPPING | Click "Finish |
| | <u>Search</u> <u>Enroll</u> <u>My Academics</u> <u>My Class Schedule</u> <u>Add</u> <u>Drop</u> <u>Edit</u> <u>Term Information</u> | Dropping" |
| | go to 🔻 🛞 | |

DROPPING CLASSES SUCCESSFULLY

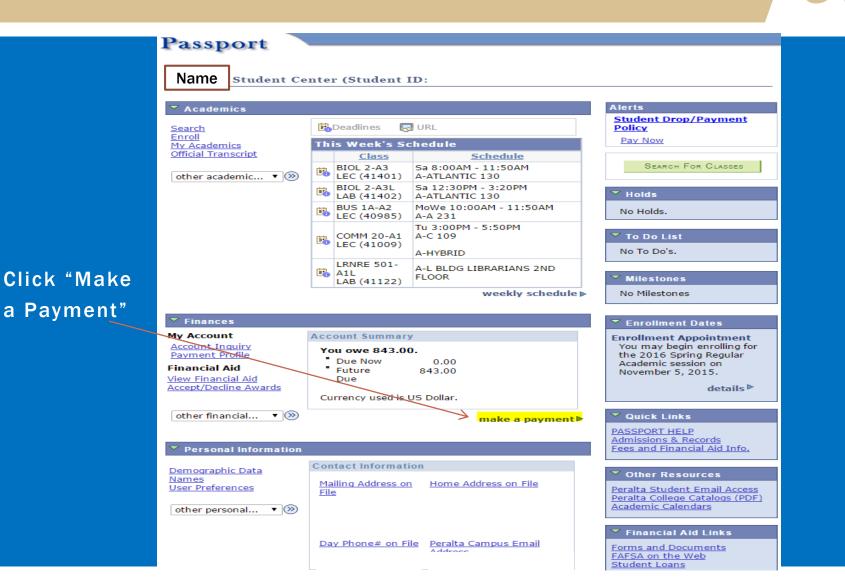
| Passport | | | _ |
|--|---|-------------------------------------|------------------|
| Your name | | go to | ▼≫ |
| my class schedule | add drop | edit term inform | ation |
| Drop Classes 3. View results View the results of your or request. | enrollment request. Click Fix Err | | 3 |
| | Peralta Community College Dis Success: dropped | st X Error: unable to drop class | |
| Class | Message | Status | |
| COMM 1A | Success: This class has been your schedule. | removed from | Successful |
| | Make A Pa | YMENT MY CLASS SCHEDULE | dropped class |
| Search Enroll My Acade My Class Schedule Add Dr go to V | emics rop Edit Term Information | | |

Click

"Student

Center"

| Pa | ssport |
|--|--|
| ▷ Peop - <u>Cont</u> - <u>Logir</u> - <u>Char</u> | ent Self Service leTools <u>act Us</u> <u>1 FAQs</u> l <u>qe My Password</u> o Login Security Question |
| 10000000 | lent rvices <u>Student Center</u> Use the student center to enroll and access your personal information. |
| <u></u> | <u>Schedule of Classes</u> Browse and view available classes. |
| Ø | Student Guides Instructions for using Passport. Adding a Class Dropping a Class Making a Payment |
| Email | Student Email Link Please click this link to get to your email. |
| VOTE | |



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| Passport | | | | | | |
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| Your name | | | go to | • >>> | | |
| make a payment | 1 | F | payment profile | | | |
| | | | | | | |
| Make a Payment | | | | | | |
| Specify Payment Amou | nt | | | | Enter each amoun | - |
| Listed below are the charges you | are allowed t | o pay online. Yo | our other charge | s can | | |
| be paid through the Cashiers offi | | | 2 | | | |
| | | | | | | |
| | | | | | | |
| Item Description | Due Date | Item Term | Outstanding Charges | Payment Amount | | |
| Student Campus Use Fee- Alameda | 01/11/2016 | 2016 Spring | 2.00 | 2.00 | K | |
| Health Fee | 01/11/2016 | 2016 Spring | 18.00 | 18.00 | Click "Calculate | |
| AC Translink | 01/11/2016 | 2016 Spring | 41.00 | 41.00 | | |
| Enrollment Fee-Alameda | 01/11/2016 | 2016 Spring | 644.00 | 644.00 | Grand Total" | |
| | | | 0.00 | | Granu rotar | |
| Total | | | 705.00 | 705.00 | | |
| pay charges | zero o | ut amounts | calculate gra | nd total | | |
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| Currency used is US Dollar. | | | CANCEL | NEXT | | |
| | | | CANCEL | INEXT K | | |
| Doumont fummonu | | | | | | |
| Payment Summary Description | 0 | utstanding Cl | harges Payme | ent Amount | | |
| PCCD1 | | : | 705.00 | 705.00 | | |
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| Account Inquiry Electronic | Payments/ | nurchases | | | | |
| Make A Payment Payment Pro | | parchases | | | | |
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| | Passport | | |
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| Select method | make a payment | payment profile | |
| of payment | Make a Payment | | _ |
| | will need to submit multiple transaction Pay By | Cancel Previous Next | Click "Next" |
| | Account Inquiry Electronic Payn Make A Payment Payment Profile | nents/purchases | |
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| | Passport | |
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| Confirm | Your name go to • 📎 | |
| payment | make a payment payment profile | |
| | Make a Payment Confirm Payment You are about to leave our web site and enter Official Payments Corporation's Secure Payment Portal. You will provide your credit card information there. Image: The secure payment of 705.00 USD will be collected through our secure third party payment provider. Cancel Previous Continue To Make Payment | Click "Continue to Make Payment |
| | Account Inquiry Electronic Payments/purchases Make A Payment Payment Profile go to ()) | |

