



Peralta Community College District
Admissions and Records

Berkeley City College
College of Alameda
Laney College
Merritt College

Students enrolling after the *last day to add without a permission number* must obtain instructor approval. To verify instructor approval, the permission number* and instructor signature must be included on this Add Card when enrolling in person. (See the *Academic Calendar* at www.peralta.edu for specific dates.)

- Completely fill out the Add Card.
- The instructor must sign and date the Add Card and provide a permission number*.
- Take the Add Card to the Admissions and Records Office to enroll in the class.
- Pay your fees at the Cashier's Office.

**Permission numbers are required for regular session classes only*

Student Name: _____		Student ID: _____							
Class Code: _____	Dept. & Course #: _____	Units: _____							
<i>i.e. 42045</i>		<i>i.e. NUTR 010</i>							
For the: <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring	Term of: 20_____	College: <input type="checkbox"/> Alameda <input type="checkbox"/> Berkeley <input type="checkbox"/> Laney <input type="checkbox"/> Merritt							
Permission #*: _____	Effective Date of Add: _____	Today's Date: _____							
<i>*Required for regular session classes only</i>		Instructor's Name: _____							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #cccccc;">OFFICE USE ONLY</th> </tr> <tr> <td style="height: 20px;"> </td> </tr> <tr> <td style="text-align: center;">Processed By</td> </tr> <tr> <td style="height: 20px;"> </td> </tr> <tr> <td style="text-align: center;">Date</td> </tr> <tr> <td style="height: 20px;"> </td> </tr> </table>		OFFICE USE ONLY		Processed By		Date		Instructor's Signature: _____	
		OFFICE USE ONLY							
Processed By									
Date									
		Student's Signature: _____							
IT IS THE STUDENT'S RESPONSIBILITY TO SUBMIT THE ADD CARD TO THE CAMPUS ADMISSIONS & RECORDS OFFICE BEFORE ANY APPLICABLE DEADLINES									
			Rev. 04/20/2017						