

STEP 1:

The student
obtains the
ADD card online
from Peralta
Admissions &
Records
website or the
College
Admissions &
Records Office

ADD CARD – LATE/AFTER CENSUS ENROLLMENT DIAGRAM

STEP 3:

The **instructor**

returns signed ADD

Card to the student.

if enrollment is

approved

STEP 2:

The **student** contacts the instructor of the class they are interested to enroll, requests enrollment authorization and provides the instructor with a completed ADD card for their signature

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The **student** submits the signed ADD card to the VPI (or designated administrator) for late enrollment authorization along with a statement explaining the reason for the late enrollment

STEP 4:

If denied, the student will not be enrolled in the class. Process ends here

If approved, the ADD card will be forwarded by the Office of Instruction to the Admissions & Records for processing

The ADD card can be found in the Peralta Admissions & Records Website:

- ** https://web.peralta.edu/admissions/files/2021/02/Add-Card.pdf
- ** The ADD card must be submitted by the enrollment deadline
 Please refer to the Admissions & Records Academic Calendar deadline
- ** ADD cards for late enrollment are processed upon receipt from the Office of Instruction

Updated Spring 21- LC/SDL/MRC

STEP 6:
The Admissions &
Records Office notifies
the student of their
enrollment outcome