

****INSTRUCTOR REINSTATEMENT REQUEST****



*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: _____ <i>i.e. 42045</i>		Dept. & Course #: _____ <i>i.e. NUTR 010</i>	
Units: _____			
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 #*:	Reinstatement	Effective Date of Add: _____	Today's Date: _____
<i>*Required for regular session classes only</i>		Instructor's Name: _____	
OFFICE USE ONLY		Instructor's Signature: _____	
Processed By		Student's Signature: _____ n/a	
Date			

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