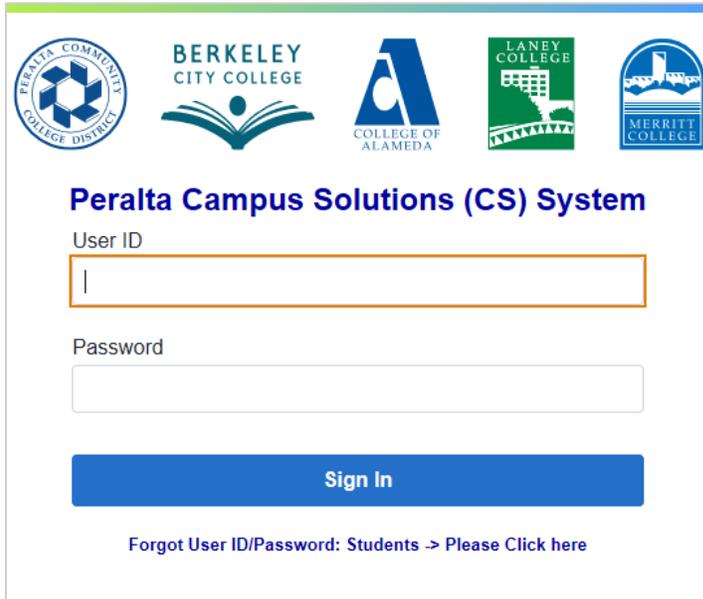


HOW TO VIEW AND PRINT ENROLLMENT VERIFICATIONS

This guide will show you how to run and view Enrollment Verifications

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



Peralta Campus Solutions (CS) System

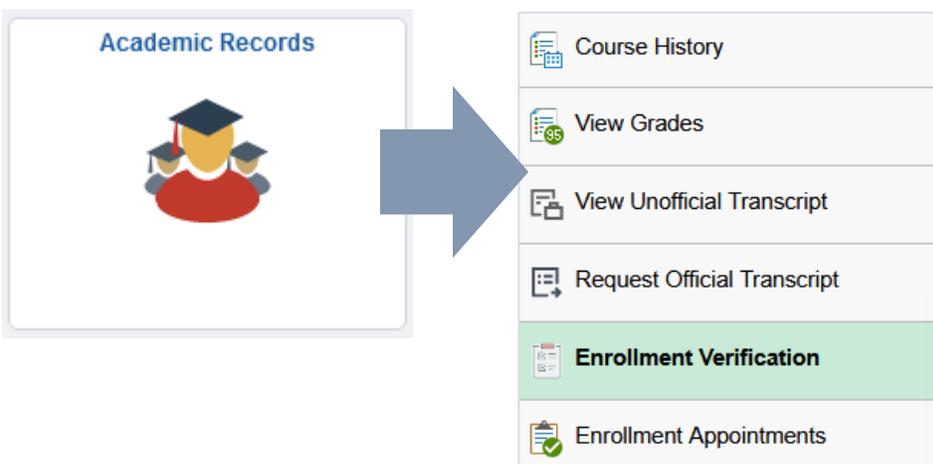
User ID

Password

Sign In

[Forgot User ID/Password: Students -> Please Click here](#)

2. Click the 'Academic Records' tile and select 'Enrollment Verification' from the menu:



Academic Records

Course History

View Grades

View Unofficial Transcript

Request Official Transcript

Enrollment Verification

Enrollment Appointments

3. If this is the first time you are running an Enrollment Verification, in the Submit Request tab, it is recommended that you select 'Yes' for all the options.

This is what each option means:

- Include My Program and Plan: Your program can be Matriculating (first time in college), Exempt (earned an AA degree or higher) or Special Admit (K-12 and Adult Education), and your Plan is your declared major
- Include My Earned Degrees: All degrees earned at any of the Peralta Colleges will be included at the top of the report
- Include My Term and CUM GPA: Each term and total cumulative GPA will be included in the report

If you need to see all your term, leave Term field blank. Otherwise, select the terms you want to include in your Enrollment Verification report and click the Submit button:

The screenshot shows a web interface for submitting a request. At the top, there are two tabs: 'Submit Request' (which is active and highlighted in blue) and 'View Request Status'. Below the tabs, the heading 'New Request' is displayed with an information icon. To the right of the heading is a blue arrow button labeled 'Submit'. Underneath, there is a section titled 'Select Processing Option' with a dropdown menu currently set to 'Allow to Print from My Browser'. Below this, there is a date field labeled 'Date to be Printed' with the value '03/18/2026'. Three toggle switches are present, all set to 'Yes': 'Include My Program and Plan', 'Include My Earned Degrees', and 'Include My Term and Cum GPA'. At the bottom, there is a section titled 'Select desired term or leave blank for all terms' with a text input field labeled 'Term' and a search icon.

The process will take a few minutes and you may get a warning message about allowing popup. You will need to allow popups in order for the transcript report to open in a new window as a PDF document.

4. If you have run an Enrollment Verification before, and you would like to see your previous Enrollment Verifications, go to the View Requested Status. From the list of available requests, click any of the request with a status of 'Browse Print' in order to view or print it again. Any request with a status of 'Completed' indicates that the request was submitted to the college for processing. You will not have access to view or print those request:

Submit Request	View Request Status		
Status of Requests			
6 rows			
Request Reference Number	Request Date	Request Status	
18	03/18/2026	Browser Print	>
17	03/18/2026	Browser Print	>
16	03/13/2026	Browser Print	>
15	03/04/2026	Completed	
14	03/04/2026	Completed	
13	03/04/2026	Browser Print	>