



# Classes Have Started...

I already have a student ID #

## How do I ADD a CLASS?

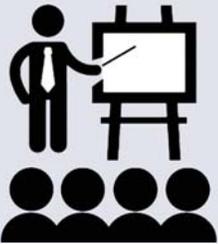


see videos at [www.WLAC.edu/West-TV](http://www.WLAC.edu/West-TV)

"How to Add Using Permission Number / Add Code"

"How to Add an Online Class with a Permission Number"

## STEP 1: Ask Instructor



### TRADITIONAL CLASSES

Go to the first meeting of the class. If there are still seats available, the instructor may give you a Permission Number (Add Code).



### ONLINE CLASSES

Email the instructor to request a Permission Number (Add Code). In your request, include: Course #, Your Name & Student ID # Find online instructor email addresses by clicking the Online College image on the right of the college home page.

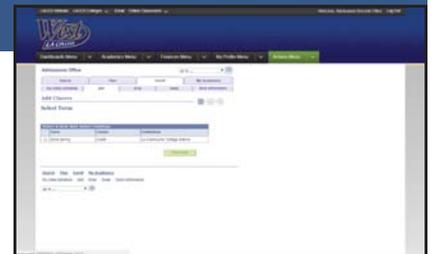
## The Next Steps Are Done Online



2. Logon



3. Select "ACADEMICS" then "ADD CLASSES"



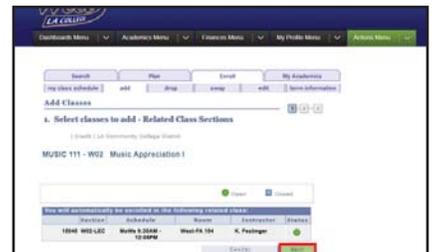
4. Select class term



5. Search for the class you're adding or enter the class #

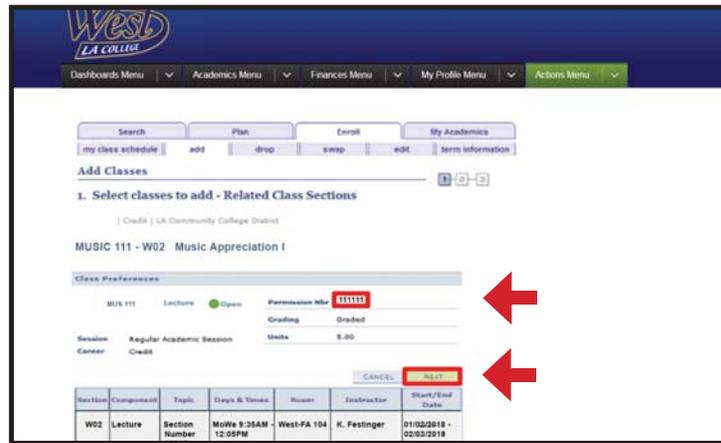


6. When you reach with the sections list, click the green SELECT button for the correct section



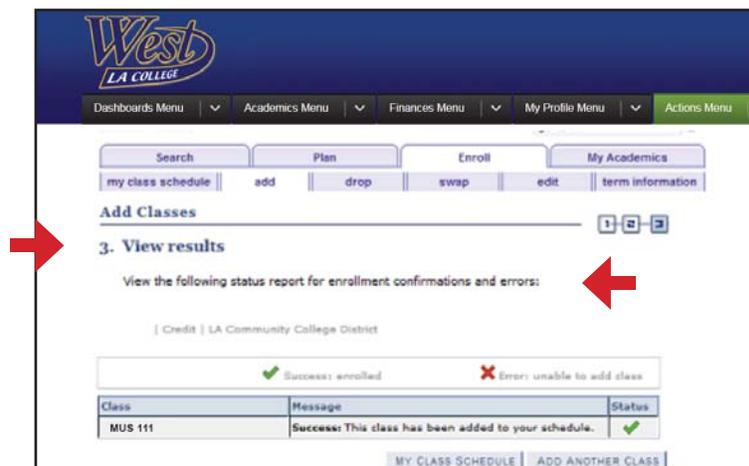
7. Review the course info, then click "NEXT"

8. Enter the "PERMISSION NBR" (Permission Number / Add Code) and click "NEXT"



9. Complete the remaining screens until you reach the last screen seen below that says: "3. View Results" "Success: This class has been added to your schedule"

YOU HAVE ADDED THE CLASS! TIP: Save this page for your records.



## about prerequisites

A Prerequisite is a requirement you must meet before you can enroll in a class

*If the course has a PREREQUISITE, you must have completed the requirement at West, another school or otherwise prior to enrolling in the desired course.*

*If you've met the prerequisite outside of West, you must file a prerequisite petition or challenge form to prove it. Directions are on the form which must be submitted to Admissions. Only after your form has been approved can you enroll in a course.*

**TIP:** Unofficial transcripts, grade cards, etc. are acceptable for purposes of demonstrating that you've met the prerequisite. However, official transcripts will be needed eventually if you want credit for classes taken elsewhere to count toward earning a degree or certificate from West.

SEE VIDEO AT:

[www.WLAC.edu/West-TV](http://www.WLAC.edu/West-TV) "Prerequisite Petition"

FIND FORMS AT:

[www.WLAC.edu/Admissions/Forms.aspx](http://www.WLAC.edu/Admissions/Forms.aspx)



GET HANDS-ON HELP & USE CAMPUS COMPUTERS  
in the **LEARNING CENTER - HLRC / Library - 1st Floor**