

# Classes Have Started...

## How Can I Enroll ?

### OPTION 1

#### Enroll in a **NONCREDIT** course - They're Free!

Noncredit classes (BSICSKL & VOC ED) include short-term courses that help you:

- Dust off your Math, English and Study Skills
- Prepare for the College Assessment Test
- Explore Majors and Careers
- Acquire Job Skills
- Improve Your English Skills - ESL Classes (ESLNC)

Visit the Learning Center (HLRC / Library - 1st Floor) to enroll

### OPTION 2

#### “ADD” a CREDIT course

#### by obtaining a Permission Number (Add Code)

Credit courses (e.g. English 101, Math 122, History 002) are classes in which you receive a grade and can apply toward earning a degree, certificate, or university transfer OR are prerequisites for classes that lead to a degree/certificate/university transfer.

Can I please ADD your class?

#### 1. ASK THE INSTRUCTOR for a Permission Number (Add Code)

**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).

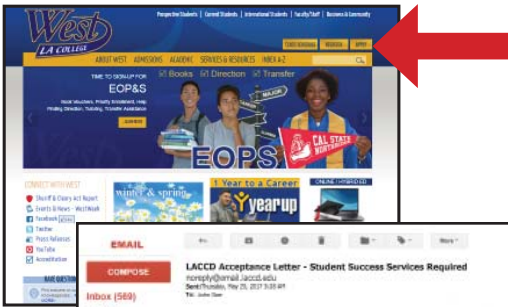
**Online Classes:** Email the instructor to request a Permission Number (Add Code). To find instructor email addresses, click the Online College image on the home page of the college web site at [www.WLAC.edu](http://www.WLAC.edu). Then click on the class schedule icon and scroll down to the course you want.

**TIPS:** To find classes that may still have seats, click the **OPEN CLASSES LIST** link on the home page.

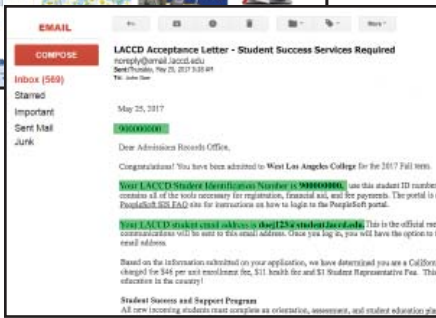
It's much easier to ADD a class that has **NO PREREQUISITES**

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#### 2. SAVE THE PERMISSION NUMBER (Add Code)



3. **Submit the ONLINE APPLICATION** (this step can be done even before requesting a Permission Number / Add Code).



4. **You'll receive 2 emails.** The first is a CCC Confirmation Letter. The second - *which will arrive in 3 to 5 days* - is your Welcome Letter that contains your STUDENT ID # and STUDENT EMAIL ADDRESS.



5. **LOGON TO THE STUDENT PORTAL** at MyCollege.LACCD.edu using your new Student ID #.



6. **Using the Student Portal, select ACADEMICS > ADD CLASSES** to select the class you want to add. You will be prompted to ENTER the "PERMISSION NBR" (Permission Number / Add Code).



7. Make sure you **reach the CONFIRMATION PAGE SCREEN.** Save/Print that screen for your records.

8. Now it's time to: Apply for Fee Waiver & Financial Aid if wanted; Purchase Books and Pay Fees. As soon as able, also complete the Expressway (Online Orientation, Assessment Test, Counseling Appointment)... see [www.WLAC.edu/sssp/Expressway.aspx](http://www.WLAC.edu/sssp/Expressway.aspx)

**FOR MORE INFORMATION ON THESE STEPS:**

- 1) Visit the Learning Center (HLRC / Library 1st Floor) ~ OR ~
- 2) View "Late Start on Enrolling" video at [www.WLAC.edu/West-TV](http://www.WLAC.edu/West-TV)