Please review the application and enrollment process to qualify for enrollment at West Los Angeles College. Additional information is available at http://www.wlac.edu/high-school/index.aspx.

**ELEMENTARY & MIDDLE SCHOOL STUDENTS (GRADES K-8)**

- Submit Application for Admission to Admissions & Records (SSB 220) to obtain your LACCD Student #, registration appointment and instructions.
- Visit/call the Student Success & Support Program (SSB 420, 310-287-4462) to schedule an appointment for assessment testing. State that you are a K-11 student and provide your LACCD Student ID#.
- Visit the Office of Student Services (SSB 440, 310-287-4333) after completing your assessment exam and provide:
  - West’s assessment test results,
  - Supplemental Application for Admission of a Student in Grades K-12
  - Letter from a school administrator describing how student will benefit from college instruction.
  - School transcripts

**HIGH SCHOOL STUDENTS (GRADES 9 – 12)**

- Submit Application for Admission and Supplemental Application for Admission of a Student in Grades K-12 to to obtain your LACCD Student #, registration appointment and instructions. Students that complete ExpressWay and assessments will obtain an Abbreviated Student Education plan and qualify for priority registration after completion of high school.

**HOW DO I REGISTER FOR CLASSES?**

- Visit www.wlac.edu and click “REGISTER” to access the Student Information System (SIS)
- Enter the LACCD ID # and Pin (birth month & day). For example Jan 15th = 0115.
- From the registration screen make sure to select West Los Angeles College, the correct semester and year, and “ADD” as the action option.
- Click “CLASS SEARCH”
  - Choose the subject and click “Next”
  - Choose the course and click “Next”
- Review the available courses and click on the “SECTION NUMBER” for the course you wish to enroll in. If you receive the message, “NO CLASSES TO DISPLAY”, this means that all courses are full. Click “PREVIOUS” and continue your search for other classes.

**WHAT DO I DO IF THE CLASS IS FULL?**

- If the on-campus class you wish to add is full, attend the first class and request an ADD PERMIT from the instructor. If the instructor issue you an add permit, you will need to submit it to the Admissions & Records for processing.
- If the online class you wish to add is full, visit www.wlac.edu/online, click “SCHEDULES” and select the corresponding semester. Identify and email the instructor to request permission to add the class.

**WHAT DO I DO IF THE STUDENT INFORMATION SYSTEM STATES I HAVE NOT SATISFIED THE PREREQUISITE?**

This message indicates that your student records do not meet the class prerequisites and you do not qualify for enrollment in the class. To learn more about the class prerequisites, find your class in the “CLASS SCHEDULE” (available at www.wlac.edu) and review the class description.

If you believe you have satisfied the pre-requisite, submit a PRE-REQUISITE CLEARANCE FORM to Admissions & Records. You may also satisfy prerequisites by completing a LACCD assessment test. For more information about West ExpressWay and the assessment testing process, visit http://www.wlac.edu/sss/assessment-center.aspx.

**WHAT ELSE SHOULD I KNOW?**

- K-12 students are exempt from tuition up to and including 11 units per semester (Board Rule 8100.03).
- K-12 students must obtain their own textbooks and materials. No financial aid is available.
- K-12 students are subject to enrollment deadlines and policies like all other students.
29. **Required**

- [ ] I have completed a course in public speaking and have delivered a speech in public.
- [ ] I have previously held an elected or appointed position in a government or political organization.
- [ ] I have a degree in political science or a related field.

32. **Special Services**

<table>
<thead>
<tr>
<th>Special Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Tutoring</td>
<td>Assistance with academic or personal issues</td>
</tr>
<tr>
<td>2. Mentoring</td>
<td>Guidance and support for personal development</td>
</tr>
<tr>
<td>3. Counseling</td>
<td>Emotional support and advice for personal challenges</td>
</tr>
</tbody>
</table>

22. **Who was your main educational mentor?** (Please enter your number in box)

- [ ] 1. Family member
- [ ] 2. Teacher
- [ ] 3. Peer

27. **Veteran** (Check blank unless you are a veteran)

- [ ] Yes
- [ ] No

26. **College**

- [ ] College or degree completed by first day of term

25. **Enrollment Status**

- [ ] Full-time
- [ ] Part-time
- [ ] Other

20. **Ethnicity**

- [ ] Asian
- [ ] Black or African American
- [ ] Hispanic or Latino
- [ ] Native American
- [ ] Other

24. **Higher Education Status**

- [ ] High school graduate
- [ ] Attending college
- [ ] Completed college

21. **What is your primary occupation?** (Please enter your number in box)

- [ ] 1. Business Owner
- [ ] 2. Corporate Employee
- [ ] 3. Government Official
- [ ] 4. Non-profit Leader
- [ ] 5. Teacher

19. **Complete this section only if you are under 19 and have never been married.**

- [ ] Yes
- [ ] No
LOS ANGELES COMMUNITY COLLEGE DISTRICT
SUPPLEMENTAL APPLICATION FOR ADMISSION OF STUDENTS IN GRADES K-12

ADMISSION: Colleges in the Los Angeles Community College District ("LACCD") may admit as a special part-time or full-time student anyone who is a student in grades K-12 who has met the LACCD's admissions requirements and who, in the opinion of the College President (or designee), may benefit from instruction. (Education Code sections 48600, 48805, 76001; LACCD Board Rules 8100.06, 8100.07, 8100.08; LACCD Administrative Regulation E-67.)

FEES: Enrollment fees are required for special full-time students (i.e., taking more than 11 units), but waived for special part-time students (i.e., taking 11 units or less). (Education Code section 76300(f), LACCD Board Rule 8100.03.) Effective starting Summer 2009, the nonresident tuition fee will be charged for all students who are classified as nonresidents; students may apply for an individual waiver pursuant to Board Rule 8100.15. The LACCD also charges a health fee (certain categories of students are exempt) and, where applicable, a student representation fee.

CONDITIONS: The student is expected to follow regulations and procedures that apply to all college students. The student shall receive college credit for the community college courses that the student completes. Arrangements for receiving high school credit for completed course work must be made with the student's high school. The student may only enroll in those courses listed on this form. This enrollment approval form must be presented when the student initially files an application for admission to the college, and a separate approval must be provided for each semester or term in which the student wishes to enroll. The LACCD and its colleges assume no responsibility for the supervision of minor students (i.e., students under 18 years of age) outside the classroom setting. Parents are responsible for ensuring that their children are appropriately supervised before class begins, after class finishes, or when a class is cancelled and/or dismissed early.

K-12 STUDENT INFORMATION

Student Name: ____________________________ Birth Date: ______/____/____

Last Name: ____________________________ First Name: ____________________________ Middle Initial: ______

Student Address: ____________________________ ______

Street: ____________________________ City: ____________________________ State: ______ ZIP: ______

Phone No.: (____) ______ E-mail Address: ____________________________

FOR STUDENT: I authorize the release of my transcript information to my school upon the school's written request.

Signature of Student: ____________________________ Date: ______

FOR PARENT/GUARDIAN: I authorize my son/daughter to enroll in a college level course in the LACCD. I understand that my child will not be afforded any special status or supervision as a result of his/her minor status while enrolled in the Los Angeles Community College District; I also understand that I will not have access to my child's student records (including grades and transcripts) without his/her written consent, his/her minor status notwithstanding.

Print Name of Parent/Guardian: ____________________________ Signature of Parent/Guardian: ____________________________ Date: ______

COLLEGE ENROLLMENT INFORMATION
(to be completed by the K-12 school official)

Term (select one): □ Fall Semester □ Winter Intersession □ Spring Semester □ Summer Session Year: ______

College: ____________________________ Enrollment Status: □ Part-time (11 units or less) □ Full-time (more than 11 units)

1. College Course Subject/Number: ____________________________

2. College Course Subject/Number: ____________________________

3. College Course Subject/Number: ____________________________

4. College Course Subject/Number: ____________________________

5. College Course Subject/Number: ____________________________

6. College Course Subject/Number: ____________________________

I have met and counseled the student and recommend the courses listed above to be taken for credit (for K-8 students, please enclose the student's transcripts and letter describing how, in your opinion, the student will be able to profit from instruction at a community college). If this is a summer enrollment, I certify that there are no equivalent courses available at this school and that the total number of students referred from this school to community colleges does not exceed 5% of this year's graduating class.

Print Name of Official: ____________________________ Signature of Official (original required): ____________________________ Date: ______

FOR LAUSD STUDENTS:

LAUSD Student ID No. ____________________________ School Location Code: ____________________________

COLLEGE APPROVAL
(to be completed by the College's Chief Instructional Officer (or designee))

□ Approved to Attend □ Not Approved to Attend

Signature: ____________________________ Date: ______