



IMPORTANT: Once your hold is cleared, REGISTER FOR **SUMMER CLASSES WITHIN 24 HOURS or you will have to repeat part of the hold clearance process.**

If you attempt to register online for SUMMER 2017 but cannot complete the effort due to a "hold" from Spring 2017 or earlier, you will need to contact the college Business Office on the 2nd floor of the Student Services Building. *Students who have a hold will see a message when they attempt to register.*

If the hold is due to non-payment of a fee take the following steps. If you suspect it is due to something else, come to the Business Office for assistance:

Credit Card Option:

- 1) Pay the outstanding fee through the NEW SIS (Peoplesoft) – go to www.WLAC.edu/New-SIS and click "NEW SIS" on the left menu. Navigate through the prompts to pay your outstanding fee.
- 2) Call or come to the Business Office to have your hold cleared – (310) 287-4262
- 3) You then have 24 HOURS to complete your registration. (*Because of a quirk between the old SIS and the new SIS, the hold returns in 24 hours if you do not register. You will have to contact the Business Office again to clear it so that you can register.*)

Cash Option:

- 1) Pay your fee at the Business Office window. Only cash will be accepted.
- 2) The Business Office will clear your hold.
- 3) You will then be able to complete your registration – **DO SO WITHIN 24 HOURS** or the hold will return and you will need to recontact the Business Office.

BOGG Fee Waiver Option:

- 1) If you believe you are eligible for a BOGG Fee Waiver, we strongly suggest that you visit Financial Aid **BEFORE** paying fees online or in-person to release a hold.
- 2) Take your proof of Fee Waiver and ID card to the Business Office window to have your hold cleared.
- 3) You will then be able to complete your registration online at your convenience.) You will then be able to complete your registration – **DO SO WITHIN 24 HOURS** or the hold will return and you will need to recontact the Business Office.

NOTE: If you opt to pay first, then apply for the Fee Waiver, you will have to return to the Business Office and go through the college refund process.

GOOD NEWS: when the new Student Information System is fully implemented, we anticipate you will be able to clear holds fully online if incurred after September 2017.

Normal Business Office Hours are listed below. Find updates at www.wlac.edu/services-resources

Mondays and Thursdays: 8:30 am to 5:00 pm
Tuesdays and Wednesdays: 8:30 am to 7:00 pm
Fridays: 8:30 am to 1:00 pm