ENROLLMENT CHECKLIST: You are required to complete the following steps in order to fulfill your initial F-1 status. Failure to complete the steps below can result in the cancellation or termination of your Form I-20. This will result in exclusion from your classes and assessment of enrollment/tuition fees.

☐ ExpressWay: Expressway is the online orientation for all students. Completion of ExpressWay is required to take the assessment exam and to meet a counselor. If you cannot access ExpressWay using your LACCD ID # and pin, contact (310) 287-4462 to resolve the issue. Visit www.wlac.edu and click “ADMISSIONS & EXPRESSWAY”. Click on the ORANGE “EXPRESSWAY APPOINTMENT”, then sign in (top right of screen) using your LACCD ID number and pin.

☐ Assessment Exam: You must complete West’s ESL or English and math assessment exams to be eligible to register for courses in that subject. You may, however, enroll in other classes without completing the assessment exam.

☐ Counseling: We recommend you meet with the International Student Counselor to determine the right classes for you, your educational goal, and your major. Only a counselor is authorized to formally recommend the courses for you. A specific counselor is assigned for all international students. You may, however, meet with any counselor in the Counseling Division.

☐ Enroll full time (12 units): You must enroll in a minimum of 9 on-campus or hybrid units. You may only enroll in a total of 3 online units to meet your full time requirement. To Enroll in classes, please follow the steps below:
  - Visit www.wlac.edu and click “Register For Classes”
  - Enter your Student ID # and Pin (birth month & day). For example Jan 15th = 0115.
  - Select the following in the REGISTRATION SCREEN
    o College: West Los Angeles College
    o Semester and Year: Fall 2014
    o Action: ADD
  - Click “CLASS SEARCH”
    o Select “Subject” and click “NEXT”
    o Select “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.
  - Repeat this process to register for other classes.

The “SCHEDULE OF CLASSES” contains more information about the courses; including the number of units, university transferability, a description of the class, start/end dates, start/end times, instructor name, and meeting location. A link to the “SCHEDULE OF CLASSES” is available at www.wlac.edu.

☐ Check-In: You must check in with the International Student Program within the 30 days prior to the start of your program. Be prepared to present your F-1 Visa, Passport, and I-20 for advisement.

☐ International Student Briefing: This is a mandatory meeting for all incoming international students. Failure to attend the briefing may result in termination of your I-20.