Welcome and thank you for applying to West Los Angeles College
We look forward to serving your educational needs.

Student ID # 88 - __________ - ____________

Your ___________________ ONLINE Registration Appointment begins ____________________ at ___________ a.m. / p.m.
Semester/Year          Date                     Time

To register for classes: You must register for classes using the online systems. To successfully register, you will require your: Student ID#, pin, and the section number of the class you are requesting. You may access the schedule of classes at www.wlac.edu (click Schedule Of Classes). Please follow the steps below to register for classes.

- 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.

Enrolling in English/ESL or math? Visit www.wlac.edu and click on “Admissions/ExpressWay” to inquire about the assessment exam and/or course pre-requisite waiver process.

If the On-Campus class you wish to add is full, go directly to the classroom on the first day of class and request an ADD PERMIT from the instructor. If the instructor grants you an add permit, you will need to submit it to the Office of Admissions & Records for processing.

If the Online Class you are trying to register for is full, you will need to email the instructor and request to be added. Please visit www.wlac.edu/online to obtain instructor’s email addresses, to review online offerings, and for additional information about online courses.

Counseling and Advisement: You are encouraged to meet with a counselor to identify the appropriate classes to meet your academic/career goals. Visit the Counseling Division (SSB 350) and/or schedule an appointment at http://www.wlac.edu/counseling/counselor.html or call (310) 287-4327.

Fees & Parking Permit: Enrollment fees will be calculated when you register. You may pay your tuition, fees, and parking permit by logging into your online student account. Parking permits may be obtained at the Business Office at West. Daily permits are available for purchase at kiosks located in student lots.

Bookstore: You may purchase and/or rent your textbooks at the campus bookstore or through West’s Online Bookstore. Visit http://www.wlac.edu/bookstore for hours and information.

Rev. 6.6.14