

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).

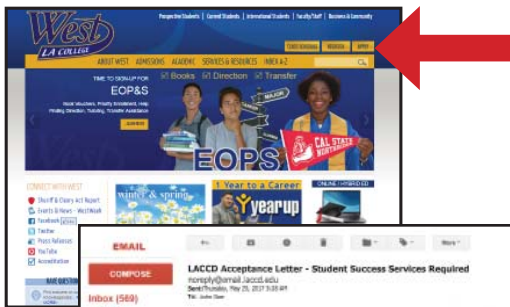
Online Classes: Email the instructor to request a Permission Number (Add Code). To find instructor email addresses, click the Online College image on the home page of the college web site at www.WLAC.edu. Then click on the class schedule icon and scroll down to the course you want.

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

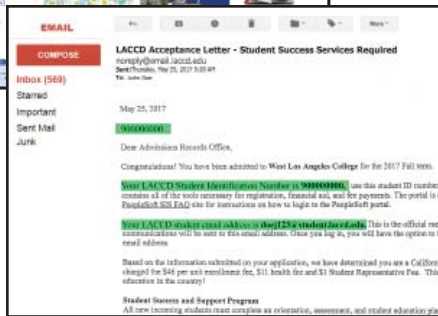
It's much easier to ADD a class that has **NO PREREQUISITES**

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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

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