## CONDITIONS:
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.

---

## FOR PARENT/GUARDIAN:
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.

---

## NOTE:
High school students may only register for classes meeting Associate Degree and/or university transfer requirements. High school students that wish to register for Math or English courses may not enroll in classes below Math 125 and/or English 101.

---

### MIDDLE SCHOOL STUDENTS
- Submit Application for Admission to Outreach & School Relations (SSB 415)
- Complete Math/English Assessment & Online Orientation (SSB 420)
- Submit the documents below to the Office of Student Services (310-287-4333, SSB 440) to review course selections
  - Official assessment results printout
  - Supplemental K-12 form
  - Middle School transcripts
  - Letter from middle school administrator describing how student will benefit from instruction at West
- Register for classes on-line at [www.wlac.edu](http://www.wlac.edu)
  (View registration instructions in the next column).

---

### HIGH SCHOOL STUDENTS
- Submit Application for Admissions & Supplemental K-12 Form to Outreach & School Relations (SSB 415)
- Register for classes online at [www.wlac.edu](http://www.wlac.edu)
  --- Visit [www.wlac.edu](http://www.wlac.edu) and click "Register for Classes"
  --- Enter your Student ID# and Pin (birth month & day: For example Jan 15 = 0115)
  --- Select the semester, select "ADD", and enter the 4-digit section number from the schedule of classes
  --- Click "Submit"

*Note: If this is the first time you are registering for classes, another menu will appear that will ask for your MAJOR code (list is provided in the menu) and NUMBER OF HOURS you will work in the semester. Registration is not complete until you receive a confirmation message on the screen.*

---

*Effective 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 and, where applicable, a student representation fee.*

---

**Assessment & Enrollment in English/math classes:** If you wish to register for an English, ESL, or Math class:
- Complete the assessment exam (SSB 420) in the Matriculation Department at West Los Angeles College.

---

**Bookstore:** You may purchase and/or rent your textbooks at the campus bookstore (SSB 121) or through West’s Online Bookstore. Visit [http://www.wlac.edu/Bookstore/index.aspx](http://www.wlac.edu/Bookstore/index.aspx) for hours and Information.

---

**Drops & Deadlines:** Visit the Admissions website ([http://www.wlac.edu/Academic/Academic-Calendar.aspx](http://www.wlac.edu/Academic/Academic-Calendar.aspx)) for registration dates and deadlines. It is the student’s responsibility to add/drop classes by the stated deadlines.

---

**Parking/print-out:** Visit the Business Office (SSB 230) to obtain an official print-out of your classes. Parking permits may be obtained at the Business Office at West. Daily permits are available for purchase at kiosks located in student lots.
### K-12 STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Birth Date:</th>
<th>/ /</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Address:</td>
<td>Last</td>
<td>First</td>
</tr>
<tr>
<td>Phone No.:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WLAC ID No.:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 LAO. 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.

<table>
<thead>
<tr>
<th>Print Name of Parent/Guardian</th>
<th>Signature of Parent/Guardian</th>
<th>Date</th>
</tr>
</thead>
</table>

### COLLEGE ENROLLMENT INFORMATION

**(to be completed by the K-12 school official)**

**Term (select one):**
- [ ] Fall Semester
- [ ] Winter Intersession
- [ ] Spring Semester
- [ ] Summer Session

**College:**

<table>
<thead>
<tr>
<th>Enrollment Status:</th>
<th>/ /</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. College Course Subject/Number</td>
<td></td>
</tr>
<tr>
<td>2. College Course Subject/Number</td>
<td></td>
</tr>
<tr>
<td>3. College Course Subject/Number</td>
<td></td>
</tr>
<tr>
<td>4. College Course Subject/Number</td>
<td></td>
</tr>
<tr>
<td>5. College Course Subject/Number</td>
<td></td>
</tr>
<tr>
<td>6. College Course Subject/Number</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Print Name of Official</th>
<th>Signature of Official (original required)</th>
<th>Date</th>
</tr>
</thead>
</table>

**FOR LAUSD STUDENTS:**

<table>
<thead>
<tr>
<th>LAUSD Student ID No.</th>
<th>School Location Code</th>
</tr>
</thead>
</table>

### COLLEGE APPROVAL

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

- [ ] Approved to Attend
- [ ] Not Approved to Attend

**Signature**

**Date**