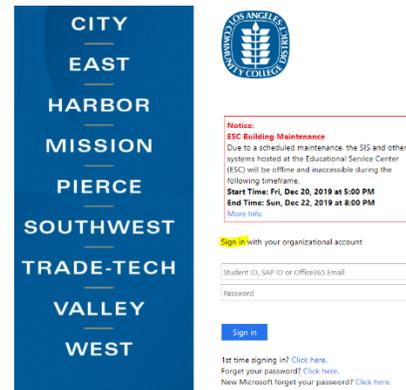


# How To Enroll

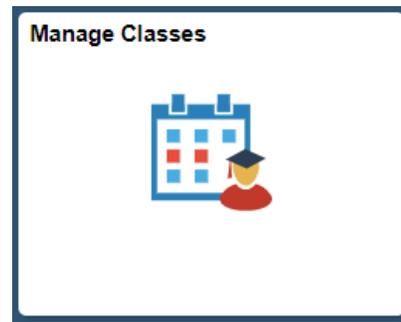
Sign into your student portal at  
**MYCOLLEGE.LACCD.EDU**

If this is your first time logging in:

- **Username:** Use your Student ID#
  - Ex: 881234567 or 901234567
- **Password:** Use the default: 8 8 @ \_ \_ \_ \_ \_  
+ the first character of your last name (Capital)  
+ the month and day of your birthdate (MMDD)
  - Ex: 8 8 @ D0704



Click on “MANAGE CLASSES”



Click on “ENROLLMENT DATES”

- Your appointment start date/time represents the day and time you can begin enrolling in classes for a specific term.



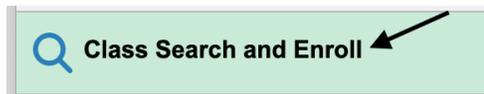
## Date Information for Spring 2020

Term Start / End Date:	02/10/2020 - 06/08/2020
Your Appointment Start Date/Time:	12/04/2019 08:00:00 AM
Open Enrollment Start Date:	12/09/2019
Your Enrollment Limits	19.00

Click on “CLASS SEARCH AND ENROLL” & Select “2020 SUMMER”

Under “SEARCH FOR CLASSES,” enter the section numbers

- Ex: 12345 from the "Training list" of your selected training (Prep/Pre-Req Classes)



## Search For Classes i

Enter keyword e.g. course, subject, class number >>

Select the COURSE

## View Search Results

1 Course with keyword: English 101

Open Classes Only ⊗

West Los Angeles College ⊗

Clear All

**ENGLISH 101**  
College Reading And Composition I  
19 Class Options Available >

## Choose a CLASS

- You can view a description of the course by clicking the “Course Information” link (in orange)

### Course Information

#### Class Selection

Select a class option ⓘ

Selected Filters 19 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	<a href="#">Class# 18348 - Section W01 - LEC</a>	02/10/2020 - 06/08/2020	Monday Wednesday 8:00AM to 9:25AM	West-GC 230	Jeanene Ames	Open Seats 12 of 40 >
2	Open	Regular Academic Session	<a href="#">Class# 18349 - Section W02 - LEC</a>	02/10/2020 - 06/08/2020	Monday Wednesday 11:10AM to 12:35PM	West-GC 320	Susan Herdzina	Open Seats 3 of 40 >
3	Open	Regular Academic Session	<a href="#">Class# 18350 - Section W03 - LEC</a>	02/10/2020 - 06/08/2020	Monday Wednesday 9:35AM to 11:00AM	West-GC 250	Stella Setka	Open Seats 6 of 40 >

## STEP 1: REVIEW CLASS SELECTION

- You can review the enrollment and drop deadlines for each class by clicking on the “Class#” link (in blue)

Click “NEXT”

### Step 1 of 3: Review Class Selection

You have selected

Next >

**ENGLISH 101 College Reading And Composition I**

Option Status Open

Class	Session	Meeting Dates
<a href="#">Class# 18348 - Section W01 - LEC</a>	Regular Academic Session	02/10/2020 - 06/08/2020

## STEP 2: REVIEW CLASS PREFERENCES

- If the class has already started, you will need to request a permission number from the instructor before adding the class (this applies for credit classes only).

Click “ACCEPT”

### Step 2 of 3: Review Class Preferences

**ENGLISH 101 College Reading And Composition I**

Class# 18348 - Section W01 - LEC - Open

Permission Number ⓘ

Requirement Designation - Meets IGETC-1A CSU-A2

Take Requirement Designation

Accept

## STEP 3: REVIEW AND

SUBMIT Click “SUBMIT”

### Step 3 of 3: Review and Submit

You have selected to add to your shopping cart

Submit

**ENGLISH 101 College Reading And Composition I**

Option Status Open

Class	Session
<a href="#">Class# 18348 - Section W01 - LEC</a>	Regular Academic Session

#### Class Preferences

Take Requirement Designation - Meets IGETC-1A CSU-A2 Yes