

FREE College Classes for High School Students

Concurrent Enrollment - Step by Step Process

Step 1: Obtain an active LACCD ID# (pages 1-4)





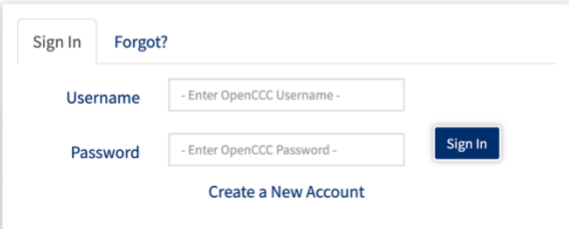
Step 2: Complete the digital K-12 Form (pages 4-8)

Step 3: Log into your student portal and enroll in the class (pages 9-12)

Step 4: Attend the class! (page 13)

Step 1: Obtain an active LACCD ID#

If you already have an LACCD ID# and have taken an LACCD college course within the last year, you can skip this step. If not, you must complete the online application to West LA College by following these directions:

Text	Image
1. Go to WLAC.EDU	
2. Click on APPLY (top right corner of the page)	
3. Scroll down to CLICK HERE FOR COLLEGE APPLICATION button	<p data-bbox="849 1373 1495 1409">Click the College Application button to enroll in college level credit classes. This application should also be used if you plan to enroll in both credit and noncredit classes.</p> 
4. CCC Application If you've applied to a California community college before, enter your username and password to SIGN IN . (If you cannot remember your username and/or password, click Forgot?)	 <p data-bbox="886 1650 1451 1692">To continue to a California Community College secure web application, please sign in or create a new account.</p> 

If this is your first time applying to a community college in California, click **CREATE A NEW ACCOUNT** and then **BEGIN CREATING MY ACCOUNT**

- *If you do not have a **Social Security Number** or do not want to provide one, you can check the box at the bottom of the first page*
- *You will be creating a username, password, and 4-digit pin to complete your Open CCC account. Please take a moment to write this information down.*
- *If the system comes back and says “we found an account for you,” it means you or your parent filled out this information before and you will now have to recover your Username and Password. Go back and click **Forgot?** (or call the CCC Help Desk at 1-877-247-4836).*

After the account has been created, make a note of your CCCID. This is your confirmation for the first part, but it is NOT your College ID #.

YOU MUST CLICK CONTINUE!!

Create a New Account

Begin Creating My Account or [Return to Sign In](#)

Account Created

Your secure OpenCCC account has been created.

Please take a moment to ensure that you remember your username and password.

Your CCCID is: BLL5013

Next Step

Continue to a Secure CCC Application

Continue

5. CCC MyPath

Under the Getting Started card, click **APPLY NOW**

Step 2 GETTING STARTED

Read about steps to get started.

1. Explore Careers
2. Explore Majors
3. Apply Now

[View more »](#)

Step 3 Apply Now

Apply to West LA college!

⌚ Takes about 10 minutes

Apply Now

6. WLAC Application

Click on **START A NEW APPLICATION**

You must complete all 9 tabs. You will receive a **green check mark** as you complete each tab (see example).

Select the following answers under the “Education” tab

- College Enrollment Status: **Enrolling in high school (or lower grade) and college at the same time**
- Last High School Attended: **Check “I Attended High School”** (a drop down box will appear for you to enter your high school’s name)
- College Education: **No Degree**

Start A New Application

Enrollment

Account

Education

Citizenship/Military

Residency

Needs & Interests

Demographic Information

Supplemental Questions

Submission

When you have completed all sections and have all **green check marks**, Click **“SUBMIT MY APPLICATION”**

Submit My Application

SUCCESS! You have successfully completed the application when you reach the confirmation screen.

Take a screenshot of this confirmation for your records.

Great Job

Your application was submitted. You're almost done.

[Continue Your Journey At West Los Angeles College.](#)

Confirmation

your application for admission has been submitted to West Los Angeles College.


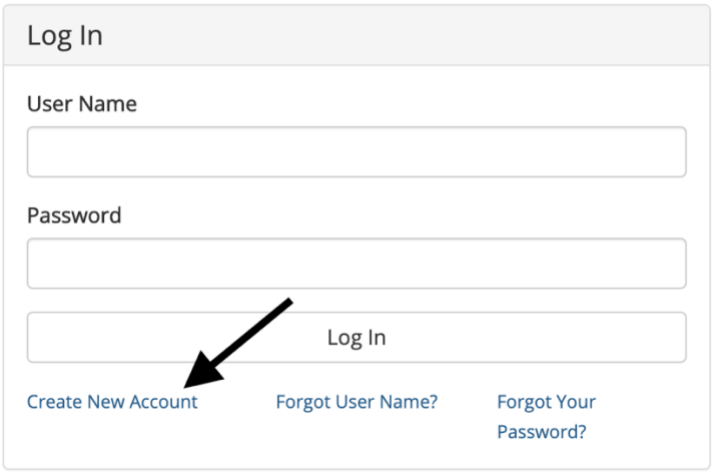
Name		West Los Angeles College	West Los Angeles College
CCCID		Summer 2020/Fall 2020	Admission: null
College			9000 Overland Avenue
Term			Culver City, CA 90230-3519
Email			In-state phone: (310)287-4501
Date & Time			Out-of-state phone:
Confirmation #			Fax:
			Website: http://www.wlac.edu

Snap a screenshot of this page for your records or [save a copy](#) of your application responses.

Step 2: Complete the Digital K-12 Form

* You must have an active LACCD ID# to complete this form. Your LACCD ID# begins with 88 or 900 and is 9-digits long. DO NOT enter your HS ID# or CCCID# *

Video: [Digital K-12 Form Process](#)

Text	Image
<p>1. Access the digital WLAC K-12 form HERE</p>	
<p>2. Dynamic Forms Log In</p> <p>If you've completed the digital WLAC K-12 form before, enter your user name and password to LOG IN.</p> <p>If this is your first time completing the digital WLAC K-12 Form, click CREATE NEW ACCOUNT.</p>	

Complete ALL required fields.

Username *

Username restrictions:

- Must be at least 8 characters long
- Must contain at least one letter.

Set Password *

Confirm Password *

Password restrictions:

- Must be at least 8 characters long
- Cannot contain your username.
- Must contain 3 of the 4 types of characters below:
 - upper case letters
 - lower case letters
 - numbers
 - special characters: @ & \$

First Name *

Last Name *

E-mail Address *

Confirm E-mail Address *

Secret Question *

Secret Question Answer*

Answer Hint *

Click **CREATE ACCOUNT**

You will receive an email titled **Activate your account** from notify@ngwebsolutions.com

Create a new account



Verify your email





We sent an email to: studentexample1@gmail.com

Please visit the link provided in that email to activate your account.

NOTE: If you do not receive the activation email in your inbox, please check your junk and/or spam folders.

Click on **ACTIVATE YOUR ACCOUNT**

Activate your account Inbox x  

 **notify@ngwebsolutions.c...** 12:41 PM (2 minutes ago)   

to me ▾

Hello Student, Thank you for creating a Dynamic Forms account!

In order to complete your registration and activate your account, you must visit the link below:

[Activate your account](#)

Click **CONTINUE**

Enter the user name and password you just created and click **LOG IN**

Answer the security question you selected when creating your account and click **LOG IN**

Account Activated

Congratulations, you have successfully activated your account.

Continue

Log In

User Name

Password

Log In

[Create New Account](#) [Forgot User Name?](#) [Forgot Your Password?](#)

Log In - Security Question

Welcome back studentexample1. As an additional security step, we require you to answer the security question you answered when creating your account.

What was your high school mascot?

Having trouble with your security question? [Click here for more options.](#)

This is my device

By selecting this option you will not have to answer a security question for any further logins from this device. Please unselect this option if you are currently on a public or shared device.

Log In

3. Review the LACCD K-12 policies

LOS ANGELES COMMUNITY COLLEGE DISTRICT SUPPLEMENTAL APPLICATION FOR ADMISSION OF STUDENTS IN GRADES K-12

ADMISSION: Colleges in the Los Angeles Community College District ("LACCD") may admit as a special part-time or full-time student anyone who is a student K-12 who has met the LACCD's admissions requirements and who, in the opinion of the College President (or designee), may benefit from instruction. (Education Code sections 48800, 48800.5, 76001; LACCD Board Rules 8100.06, 8100.07, 8100.08; LACCD Administrative Regulation E-87.)

FEES: Enrollment fees are required for special full-time students (i.e., taking more than 11 units), but waived for special part-time students (i.e., taking 11 units or fewer). (Education Code section 76300(i), LACCD Board Rule 8100.03.) Special part-time students are exempt from the nonresident tuition fee (Education Code section 76140(a)(4), LACCD Board Rule 8100.03.) The LACCD also charges a health fee (certain categories of students are exempt) and, where applicable, a student representation fee. Students enrolled in CCAP programs are exempt from enrollment fees and will not be charged for textbooks, equipment, and materials.

CONDITIONS: The student is expected to follow regulations and procedures that apply to all college students. The student shall receive college credit for the college courses that the student completes. Arrangements for receiving high school credit for completed course work must be made with the student's high school before enrollment. A student may only enroll in those courses listed on this form. This enrollment approval form must be presented when the student initially files an application for admission to the college, and a separate approval must be provided for each semester or term in which the student wishes to enroll. The LACCD and its colleges assume 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.

4. Complete the **K-12 Student**

Information section

- * First Name
- * Last Name
- * Date of Birth
- * Address/City/State/Zip
- * Phone Number
- * Email Address
- * Student Grade Level

K-12 STUDENT INFORMATION

First Name: * Student Last Name: * Example1 MI: Date Of Birth:

Address:

City: State: * Select Zip:

Phone Number: Email Address: * studentexample1@gmail.cc Student ID:

Student Grade: * -- Please Select --

High School: * -- Please Select --

High School Information

Please add the first name, last name and school email address for your counselor.

First Name: Last Name: School Email Address:

Parent Information

First Name: Last Name: Email Address:

* **STUDENT ID** - Do **NOT** enter your high school ID #. Enter your 9-digit LACCD ID#. This number begins with 88 or 90 and is 9-digits long. Ex: 881234567 or 900654321.

* **HIGH SCHOOL INFORMATION** - Do **NOT** enter your high school email address. Enter your COUNSELOR'S full name and your COUNSELOR'S work email address.

* **PARENT INFORMATION** - Enter your parent/guardian's full name and their email address.

* **STUDENT SIGNATURE**

Click on the highlighted box.

Type in your name exactly as it appears under the boxes.

Click **SIGN ELECTRONICALLY**

STUDENT AUTHORIZATION

I authorize the release of my transcript information to my school upon the school's written request.

* (click to sign)

Student Signature _____ Date _____

Sign electronically

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Student

Example1

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

6. Complete the **College Enrollment Information** section

* Select the term (Summer) and enter the year (2021)

* Enter the course name and number (ex: ART 103, CH DEV 001, HEALTH 011, PSYCH 001, SOC 001)

* Enter the number of units per course

COLLEGE ENROLLMENT INFORMATION

I am requesting enrollment/approval for the courses listed below.
I understand that I must meet all prerequisites before I can enroll in the below classes.

Term: Year:

College: West L.A. College

Course Name	Course Number	Unit
SOC	001	3
Course 1: TUTOR	001T	<input type="text"/>
Course 2: <input type="text"/>	<input type="text"/>	<input type="text"/>
Course 3: <input type="text"/>		
Course 4: <input type="text"/>		
Course 5: <input type="text"/>		
Course 6: <input type="text"/>		

Total Units:

High School Official Only
Please enter any updates/corrections or comments:

Enrollment Status:

7. Click **SUBMIT FORM**



Once submitted, the form will be sent to the parent/guardian's email that was entered on the form.

After the parent/guardian signs, the form will be sent to the counselor's email that was entered on the form.

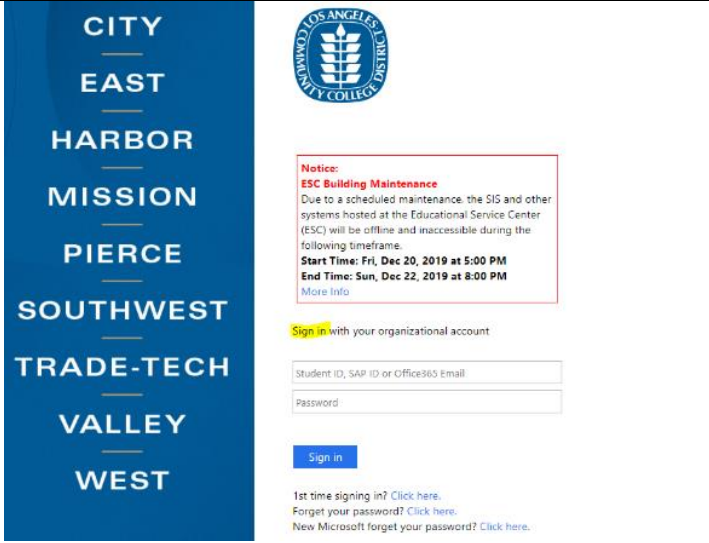
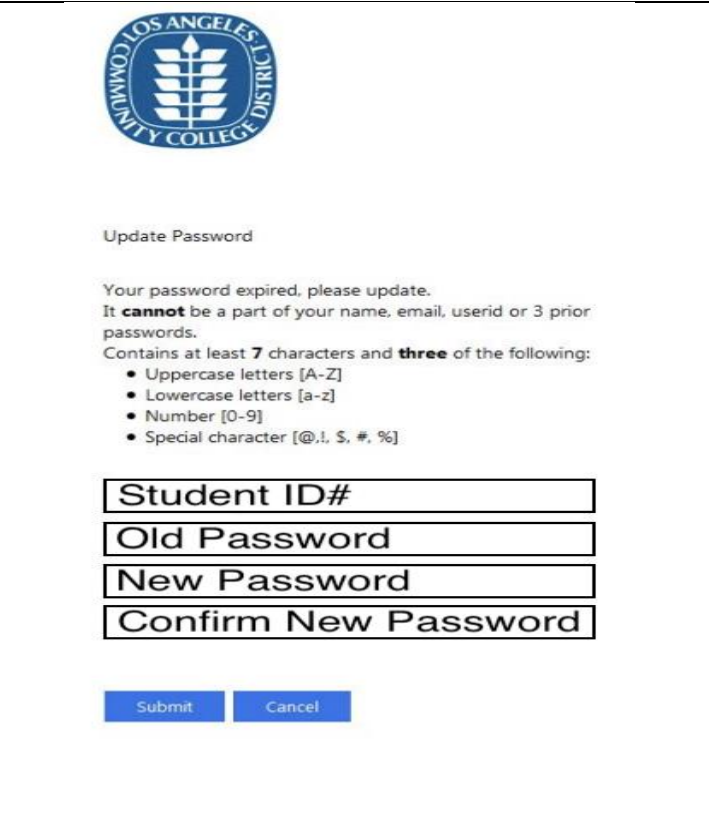
After the counselor signs, the form will be sent to the WLAC Admissions & Records Office for processing.

** Students, parents/guardians, and counselors must all create a dynamic forms account to digitally sign the form **

Step 3: Log in to your student portal and enroll in the class

* You must have an active LACCD ID# and a processed K-12 Form to enroll *

Part 1: Log-In to Student Portal

Text	Image
<p>Go to MYCOLLEGE.LACCD.EDU</p> <p>If this is your <u>first time</u> logging in:</p> <ul style="list-style-type: none">• Username: Use your Student ID#<ul style="list-style-type: none">○ Ex: 881234567 or 901234567• Password: Use the default: 8 8 @ _ _ _ _ _<ul style="list-style-type: none">+ the first character of your last name (Capital)+ the month and day of your birthdate (MMDD)<ul style="list-style-type: none">○ Ex: 8 8 @ <u>A</u> <u>0</u> <u>7</u> <u>0</u> <u>4</u> for Jane Adams born on July 4th	
<p>If this is your <u>first time</u> logging in, you will be asked to update your password.</p> <p>Enter your old password (Ex: 88A0704) and new password in their respective text boxes.</p> <p>New passwords must contain at least seven alphanumeric characters including numbers, uppercase letters, lowercase letters, and special characters.</p> <p>Make sure you set up Self-Service Password Reset (SSPR) so you can reset your password online at any time!</p>	

Having trouble logging in?
Request a password reset using the email template on the right.

Email Template
To: wlac-techsupport@laccd.edu
Subject: SIS Password Reset Request

Body: Hello, I am emailing to request a password reset so I can login to my student portal.

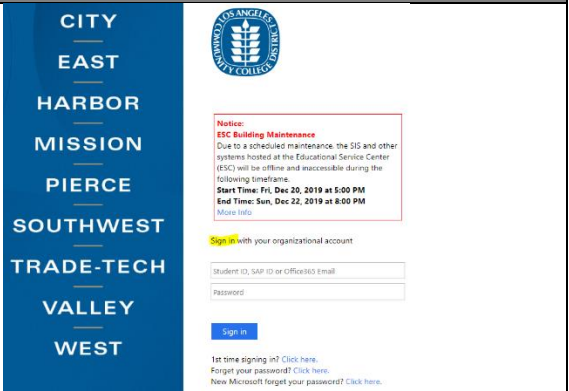
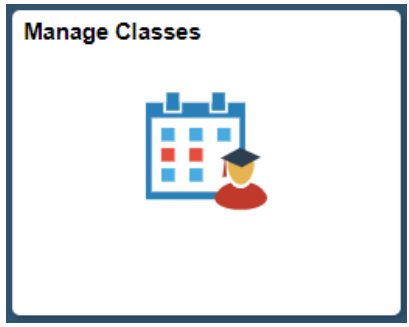
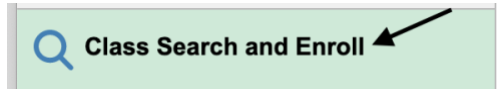
Student Name:

LACCD ID #:

Birthdate:

Thank you,

Part 2: Enroll in the class

Text	Image
<p>Sign into your student portal at MYCOLLEGE.LACCD.EDU</p>	
<p>Click on “MANAGE CLASSES”</p>	
<p>Click on “CLASS SEARCH AND ENROLL”</p>	

Click on the correct term

Terms on or after 2021 Spring

2021 Spring

2021 Summer

Under "SEARCH FOR CLASSES," enter the COURSE NAME

- Ex: A S L 001, Psych 001, SOC 001, etc.


Search For Classes 

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

Then, select the COURSE NAME

View Search Results

1 Course with keyword: soc 001

West Los Angeles College 

SOC 001

Introduction To Sociology
16 Class Options Available

Find a class and click on the row

14	Open	2nd 8 Weeks	Class# 14906 - Section W19 - LEC	10/26/2020 - 12/20/2020	6 HR 30 Min /Wk TBA	West-ON LINE	Tiffany Lanoix	Open Seats 37 of 40	>
15	Open	2nd 8 Weeks	Class# 14932 - Section W20 - LEC	10/26/2020 - 12/20/2020	6 HR 30 Min /Wk TBA	West-ON LINE	Olga Hernandez	Open Seats 31 of 40	>
16	Closed	Starts 2nd Week of Term	Class# 23928 - Section W14 - LEC	09/09/2020 - 12/20/2020	Monday - Wednesday 2:00PM to 2:50PM 1 HR 25 Min /Wk TBA	West-Off Campus LACES	Michael Harris	Closed	>

STEP 1: REVIEW CLASS SELECTION

- You should review the enrollment and **drop deadlines** for each class by clicking on the "Class#" link (in blue)

Click "NEXT"

Next >

Step 1 of 3: Review Class Selection

You have selected

ENGLISH 101 College Reading And Composition I

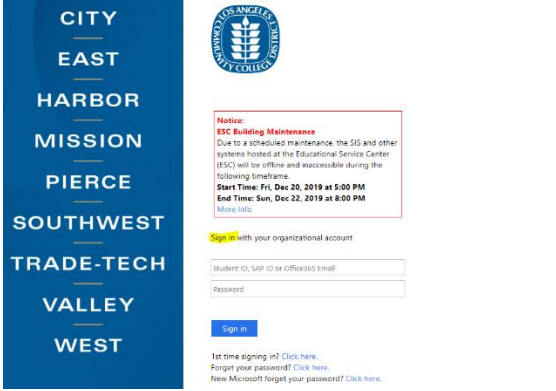
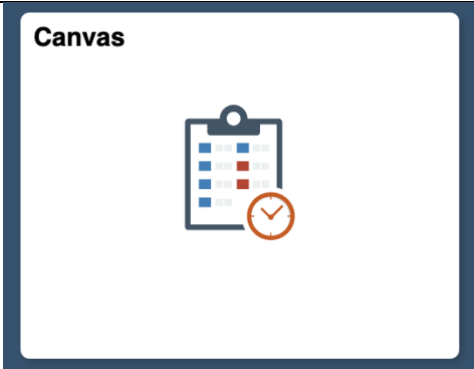
Option Status Open

Class	Session	Meeting Dates
Class# 18348 - Section W01 - LEC	Regular Academic Session	02/10/2020 - 06/08/2020

<p>STEP 2: REVIEW CLASS PREFERENCES</p> <p>ENTER PERMISSION NUMBER</p> <ul style="list-style-type: none"> You will only need a permission number if the class has already begun <p>Click “ACCEPT”</p>	<p>Step 2 of 3: Review Class Preferences Accept</p> <p>ENGLISH 101 College Reading And Composition I</p> <p>Class# 18348 - Section W01 - LEC - Open</p> <p>Permission Number i</p> <input type="text"/>
<p>STEP 3: ENROLL OR ADD TO CART</p> <p>Select “ENROLL”</p> <p>Click “NEXT”</p>	<p>Step 3 of 4: Enroll or Add to Cart Next ></p> <p>Do you wish to enroll or add the class to your Shopping Cart?</p> <p><input checked="" type="radio"/> Enroll</p> <p><input type="radio"/> Add to Shopping Cart</p>
<p>STEP 4: REVIEW AND SUBMIT</p> <p>Click “SUBMIT”</p>	<p>Step 4 of 4: Review and Submit Submit</p> <p>You have selected to enroll in</p> <p>BSICKSL 005CE Academic Guidance</p> <p>Class</p> <p>Class# 13719 - Section W03 - LEC</p>
<p>CONFIRMATION</p> <p>Select “YES”</p>	<div style="border: 1px solid gray; padding: 10px; text-align: center;"> <p>Are you sure you want to submit?</p> <p><input checked="" type="button" value="Yes"/> <input type="button" value="No"/></p> </div>
<p>CONGRATULATIONS, YOU’RE ENROLLED!</p>	<div style="border: 1px solid gray; padding: 10px;"> <p>✔ BSICKSL 005CE - Academic Guidance</p> <p>This class has been added to your schedule.</p> </div>

Step 4: Attend the class!

All WLAC Online/Hybrid classes will be taught using the Canvas course management system. Please be aware that you may not be able to access your courses until the official start date of the term. Instructors need to publish their courses in order for you to see and have access to them.

Text	Image
<p>Sign into your student portal at MYCOLLEGE.LACCD.EDU</p>	 A screenshot of the LACCD login page. On the left is a blue vertical navigation bar with white text listing the colleges: CITY, EAST, HARBOR, MISSION, PIERCE, SOUTHWEST, TRADE-TECH, VALLEY, and WEST. On the right is the main content area with the LACCD logo at the top. Below the logo is a red-bordered notice box titled "Notice: ESC Building Maintenance" with details about system downtime. Underneath is a "Sign in with your organizational account" section with input fields for "Student ID, SAP ID or Office365 Email" and "Password", and a "Sign in" button. At the bottom, there are links for "1st time signing in? Click here.", "Forgot your password? Click here.", and "New Microsoft forgot your password? Click here."
<p>Click on "CANVAS"</p>	 A screenshot of the Canvas logo, which consists of the word "Canvas" in a bold, sans-serif font above a stylized icon of a clipboard with a checklist and a clock.

Your GO-TO hub for Canvas Information: <http://www.wlac.edu/online/login.asp>

1) Watch this video for an overview of navigating Canvas once you are logged in:

<https://vimeo.com/74677642>

2) More detailed information can be found in the following Step by Step Guide to Using Canvas to help you navigate the various menus and sections:

<https://guides.instructure.com/m/4212>

3) Online Student Help Desk: <http://www.wlac.edu/online/helpdesk.asp>

4) If the above resources still do not answer your question, there is 24/7 Canvas support available via phone! 24/7 Helpline **1-844-303-5590** (Press 1 for Students)