



YES! You Can Still Enroll

If you do **NOT** have a student ID #



Follow These Steps



see videos at www.WLAC.edu/West-TV
"Late Start on Enrolling"

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/or Study Skills
- Explore Majors and Careers
- Prepare for a Job in Under 1 Year
- Improve Your English Skills - ESL Classes (ESLNC)

Contact the Learning Center - WLAC.edu/Free-College

OPTION 2

"ADD" a CREDIT course

by obtaining a Permission Number

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

Email the instructor to request a Permission Number to Add the class. To find instructor email addresses, click ABOUT on the yellow bar at the top of the home page. Then click on DIRECTORY.

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

2. SAVE THE PERMISSION NUMBER

3. Submit the ONLINE APPLICATION

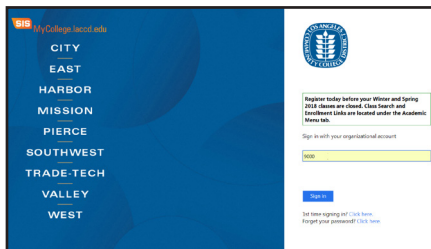
(this step can be done even before requesting a Permission Number / Add Code).

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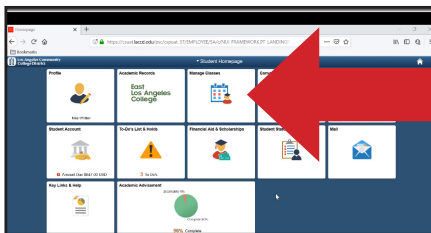
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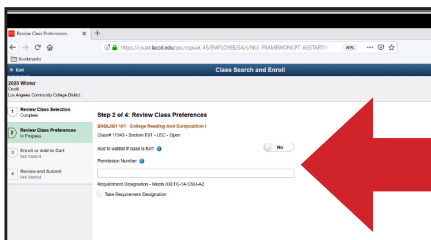
4. **You'll receive 2 emails.** The first is a CCC Confirmation Letter. The second - *which will arrive in 3 to 5 days* - is your Welcome Letter that contains your STUDENT ID # and STUDENT EMAIL ADDRESS.



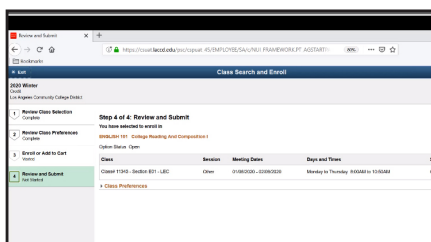
5. **LOGON TO THE STUDENT PORTAL** at MyCollege.LACCD.edu using your new Student ID #.



6. **Using the Student Portal, select MANAGE CLASSES.** Then select the appropriate semester and search for the class that you want.
7. When the class is displayed, enter the "PERMISSION NBR" (Permission Number / Add Code) in the box provided.



7. Follow the prompts to **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 Orientation Process through the Welcome Center (Orientation, Counseling, Get Matched to Services)...see www.WLAC.edu/Welcome-Center

FOR MORE INFORMATION ON THESE STEPS:

- 1) Contact the Welcome Center or Learning Center via Live Chat, Email or Phone
WLAC.edu/Welcome-Center WLAC.edu/Learning-Center
- 2) View "How to Add" video at www.WLAC.edu/West-TV



YES! You Can Still Enroll

I have a student ID # already



Follow these steps to ADD a CLASS?



see video at www.WLAC.edu/West-TV
"How to Add with a Permission Number #"

STEP 1: Ask Instructor



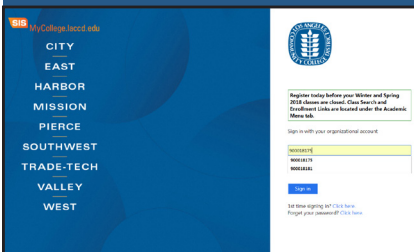
ONLINE CLASSES

Email the instructor to request a Permission Number (Add Code).
In your request, include: Course #, Your Name & Student ID #
Instructor emails can be found at

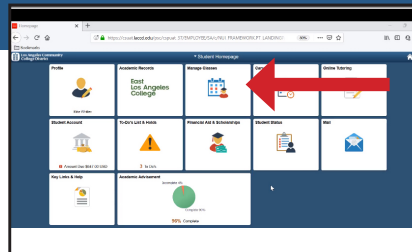
<https://WDirectory.WLAC.edu/Employees/Show-Employees-Table.aspx>.

<http://www.WLAC.edu/Online/Schedules.asp>

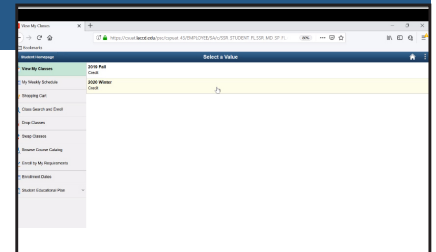
The Next Steps Are Done Online



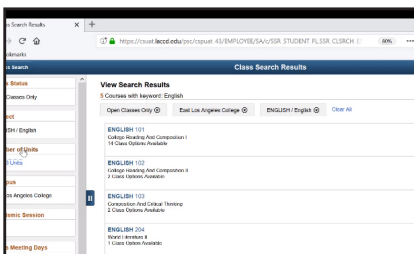
2. Logon



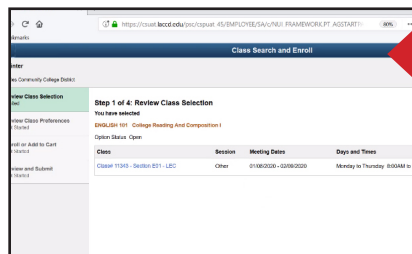
3. Select "MANAGE CLASSES"



4. Select class term



5. Search for the class you're adding

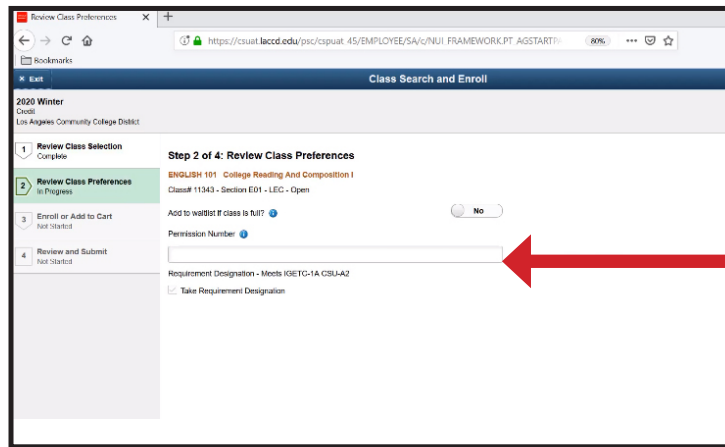


6. When you reach the desired class SELECT "NEXT"

BE SURE YOU HAVE THE CORRECT 5 DIGIT #

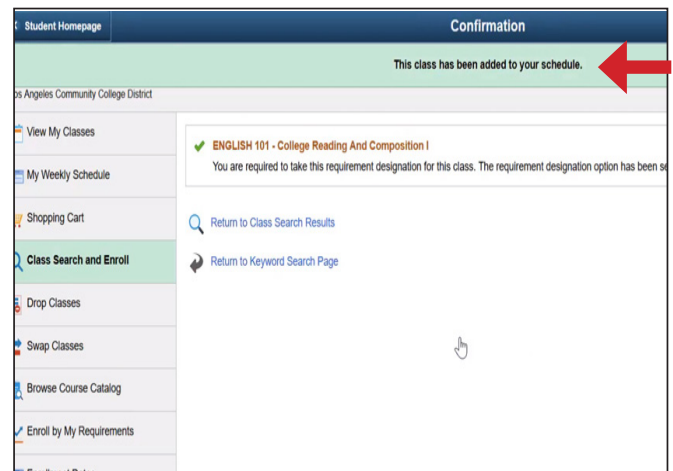
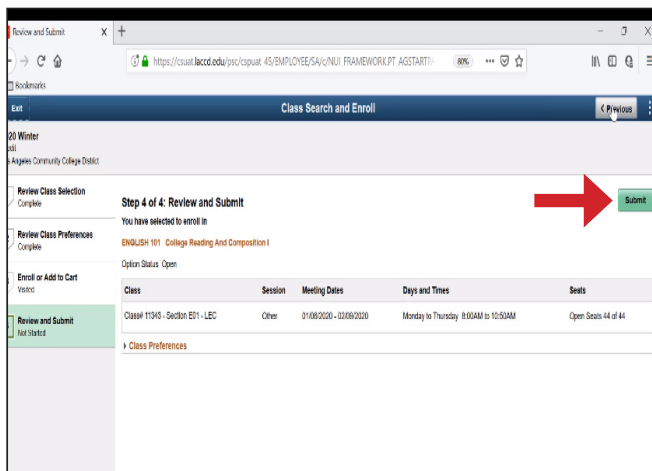
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7. Enter the “PERMISSION NUMBER” (Permission Number / Add Code) and click “NEXT”



8. Follow the prompts to STEP 4 which will ask you to SUBMIT. Following this step, you should see a CONFIRMATION that you’ve added the course. “This class has been added to your schedule”

YOU HAVE ADDED THE CLASS! TIP: Save this page for your records.



about prerequisites

A Prerequisite is a requirement you must meet before you can enroll in a class

If the course has a PREREQUISITE, you must have completed the requirement at West, another school or otherwise prior to enrolling in the desired course.

If you’ve met the prerequisite outside of West, you must file a prerequisite petition or challenge form to prove it. Directions are on the form which must be submitted to Admissions. Only after your form has been approved can you enroll in a course.

TIP: Unofficial transcripts, grade cards, etc. are acceptable for purposes of demonstrating that you’ve met the prerequisite. However, official transcripts will be needed eventually if you want credit for classes taken elsewhere to count toward earning a degree or certificate from West.

SEE VIDEO AT:

www.WLAC.edu/West-TV “Prerequisite Petition”

FIND FORMS AT:

www.WLAC.edu/Admissions/Forms.aspx

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