West LA COLLEGE

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 #"
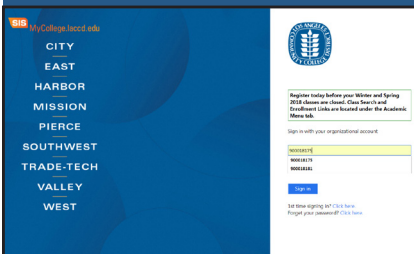
STEP 1: Ask Instructor

ONLINE CLASSES

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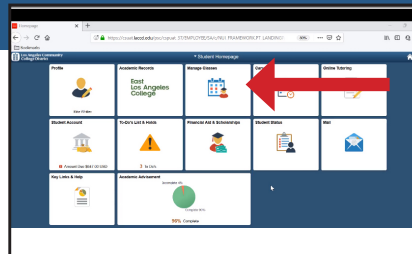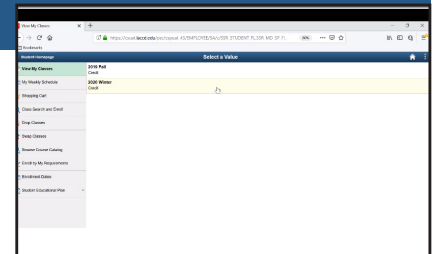Instructor emails can be found at

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

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

The Next Steps Are Done Online
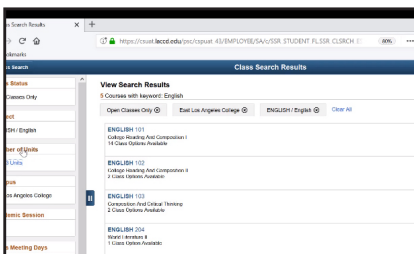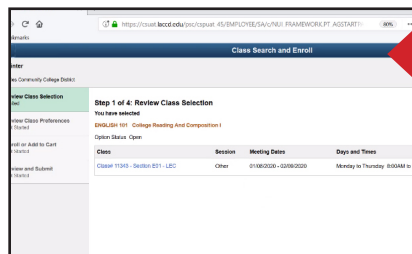
2. Logon

3. Select "MANAGE CLASSES"

4. Select class term

5. Search for the class you're adding

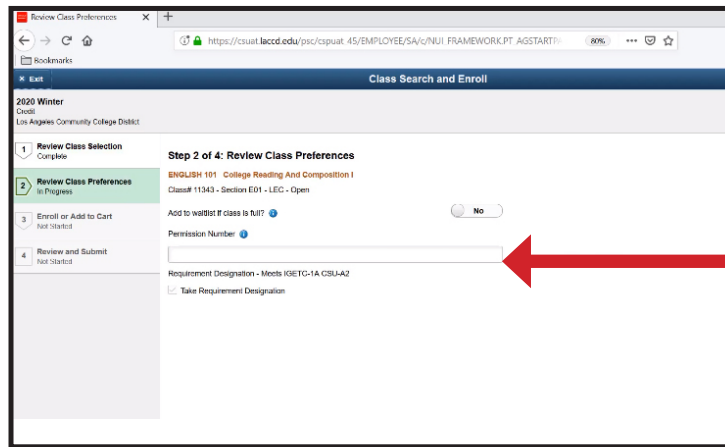**6.** When you reach the desired class SELECT "NEXT"

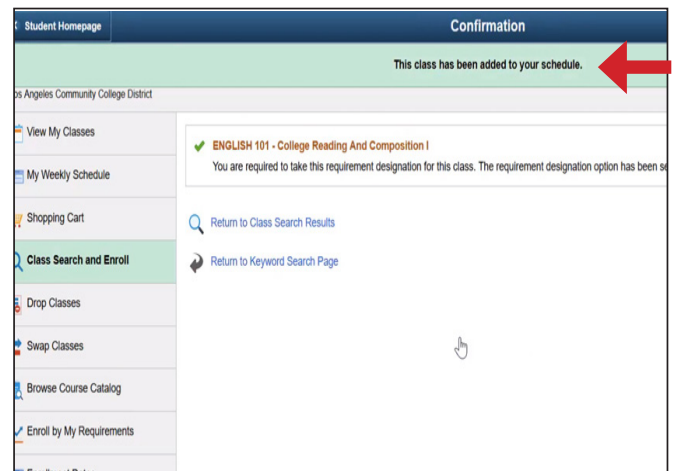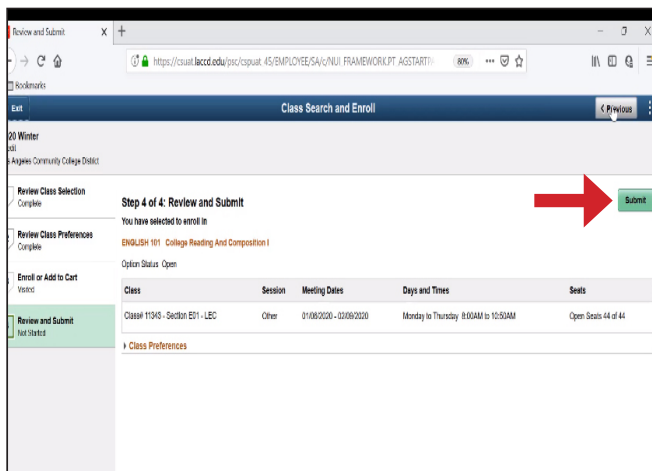**BE SURE YOU HAVE THE CORRECT 5 DIGIT #**

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

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