

YES! You Can Still Enroll

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



Follow These Steps

How to videos at [.WLAC.edu/Academics/West-TV](https://www.wlac.edu/Academics/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](https://www.wlac.edu/Free-College)

Option 2

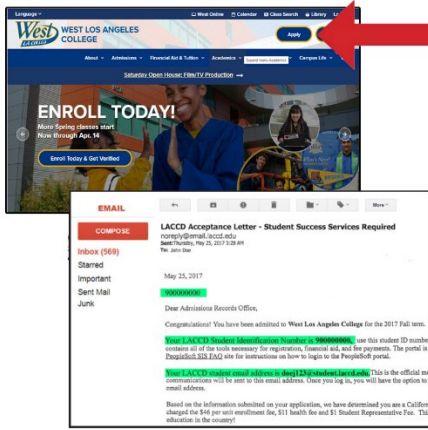
"ADD" a CREDIT course by obtaining a Permission Number

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.

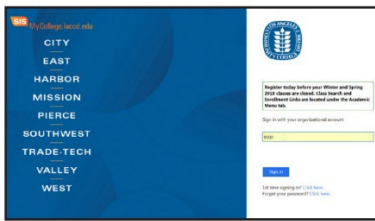
1. **Ask The Instructor for a Permission Number** Email the instructor to request a Permission Number to Add the class. To find instructor email addresses, click **About** on the yellow bar at the top of the home page. Then click on **Directory**.

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

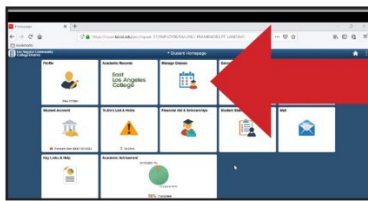
2. Save The Permission Number



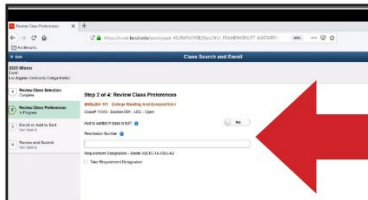
3. **Submit the Online Application** (this step can be done even before requesting a Permission Number / Add Code).
4. You'll receive 2 emails. The first is a CCC Confirmation Letter. The second - which will arrive in 3 to 5 days - is your Welcome Letter that contains your **Student ID #** and **Student Email Address**



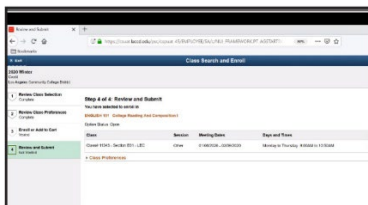
5. **Logon to the Student Portal** at MyCollege.LACCD.edu using your new Student ID #.



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.
8. Follow the prompts to reach the **Confirmation Page Screen**. Save/Print that screen for your records.



9. 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 WLAC.edu/Welcome-Center

For more information on these steps:

Contact the Welcome Center or Learning Center via Live Chat, Email or Phone
WLAC.edu/Welcome-Center WLAC.edu/Learning-Center

View "How to Add" video at www.WLAC.edu/West-TV

Classes Have Started...

I have a student ID# already



Follow these steps to "Add" a class

How to videos at [.WLAC.edu/Academics/West-TV](http://WLAC.edu/Academics/West-TV) "How to Add with a Permission Number"

Step 1: Ask Instructor



Traditional Classes

Go to the first meeting of the class. If there are still seats available, the instructor may give you a Permission Number (Add Code).



Online Classes

Email the instructor to request a Permission Number (Add Code). In your request, include: Course #, Your Name & Student ID # Find online instructor email addresses by clicking the Online College image on the right of the college home page.

The Next Steps Are Done Online



2. Logon to the Student Portal



3. In the Portal, select "Academics" Then select "Add Classes"



4. Select the desired semester



5. Search for the class you're adding or enter the class #

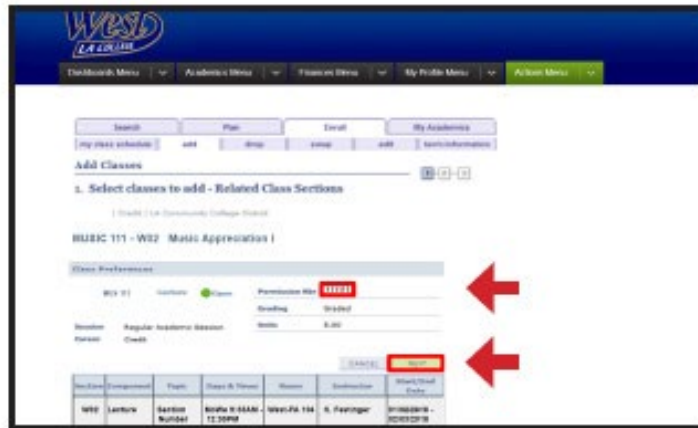


6. When you reach the selections list Click the green "Select" button for the



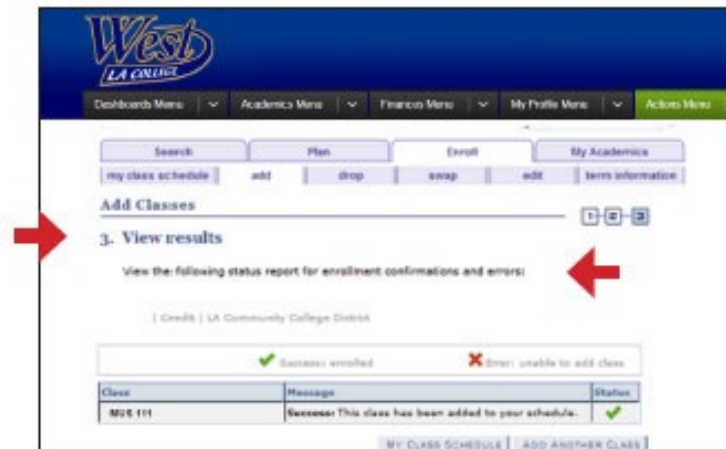
7. Review the course info, then click "Next"

8. Enter the “**Permission Number**” (Permission Number / Add Code) and click “**Next**”



9. Complete the remaining screens until you reach the last screen that says:
“3. View Results” “Success: 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: WLAC.edu/Academics/West-TV
“Prerequisite Petition”

Find Forms At: WLAC.edu/Admissions



Get Hands-On Help & Use Campus Computers

In the Welcome Center(TLC 1st Floor)
Learning Center (HLRC / Library – 1st Floor)