

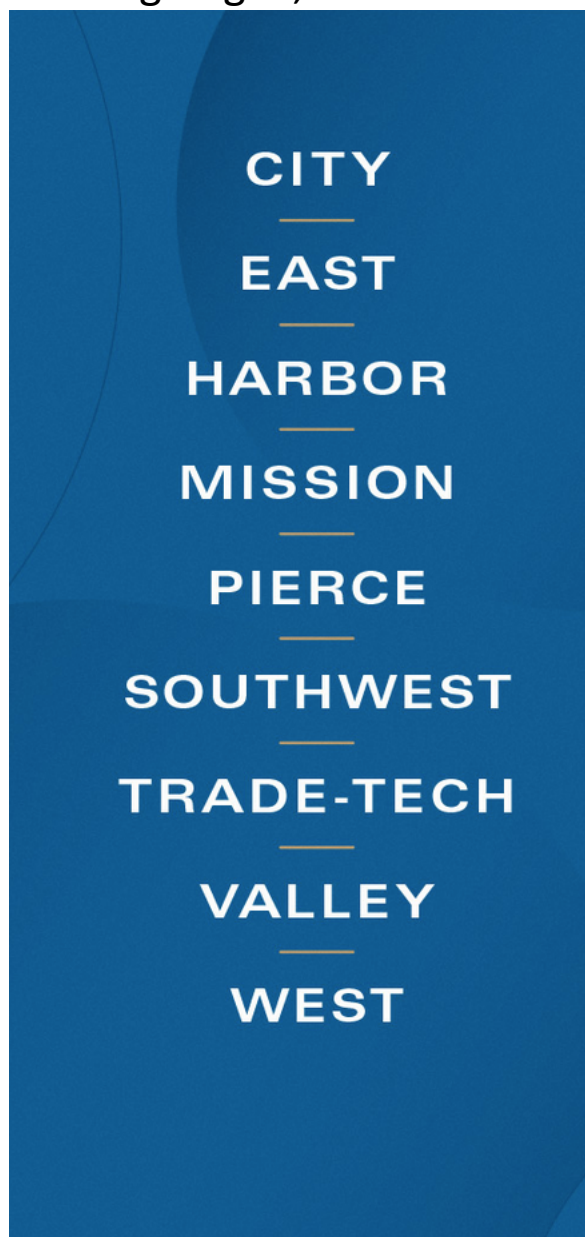
# HOW TO ADD CLASSES



Go to <http://mycollege.laccd.edu/>

A screenshot of the West Los Angeles College website. The browser's address bar shows 'https://wla.edu'. The website header includes the college logo, navigation links for 'Future Students', 'Current Students', 'Intl Students', 'Faculty/Staff', and 'Community', and a search bar. A red arrow points to the 'REGISTER / MY LACCD' button in the top right corner. Below the header, there is a banner for 'EVENING CLASSES' with a 'SEE CLASSES' button. The 'Highlights' section features a video player and a '0 TUITION' graphic.

Enter your **Student ID #** and your **Password**; if it is your first time signing in, click on “1<sup>st</sup> time signing in”



**Enroll today for Summer and Fall 2022**

To enroll in classes, click the "Manage Classes (add/drop)" tile then the "Class Search and Enroll" tab.

Additional guides below to help you get started.

- [Guide to finding the instructor's email address](#)
- [Guide for Canvas resources and training videos.](#)

Sign in with your organizational account

Sign in

[1st time signing in?](#)

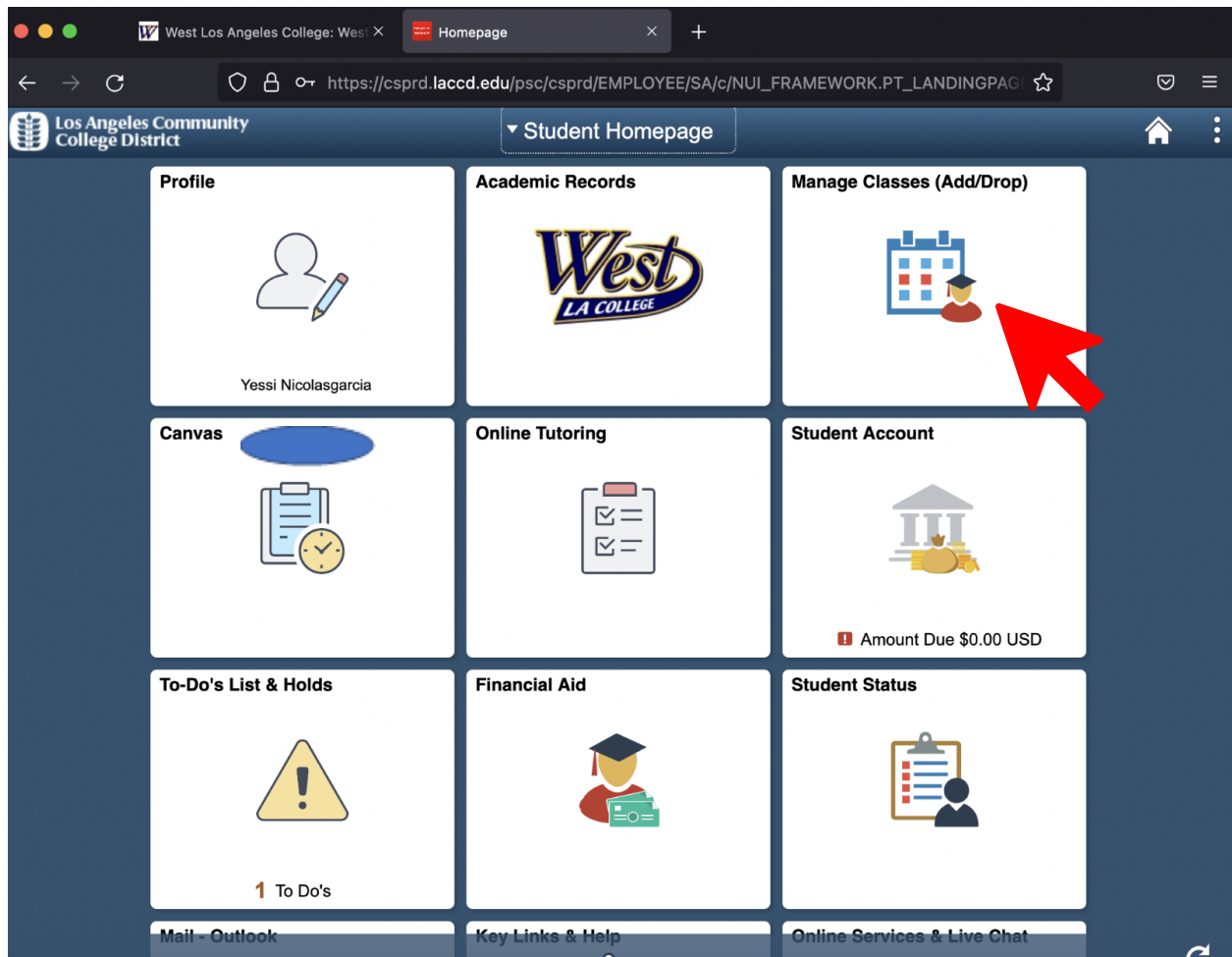
[Microsoft forget your password?](#)

**PASSWORD RESET:**

Email: [WLACStudentSupport@laccd.edu](mailto:WLACStudentSupport@laccd.edu)

Include your student ID # and your DOB

When you sign in, click on the title named  
**“MANAGE CLASSES (ADD/DROP)”**



CLICK ON THE SEMESTER YOU ARE TRYING TO ENROLL

The screenshot shows the 'Manage Classes' page. On the left is a sidebar with the following links: View My Classes, My Weekly Schedule, Shopping Cart, Class Search and Enroll, Drop Classes, Swap Classes, Browse Course Catalog, Enrollment Dates, Planner, Enroll by My Requirements, and Student Educational Plan. The 'View My Classes' link is highlighted with a red mouse cursor. The main content area has a header 'Manage Classes' and two rows of semester options: '2022 Summer Credit' and '2022 Fall Credit'. A red arrow points to the '2022 Fall Credit' option.

CLICK ON “CLASS SEARCH AND ENROLL” & SELECT A SEMESTER

The screenshot shows the 'Manage Classes' page with the 'Class Search and Enroll' link highlighted in the sidebar by a red mouse cursor. The main content area displays the following information:













- Terms prior to 2022 Summer**
- No terms to display**
- Terms on or after 2022 Summer**
- 2022 Summer**
- 2022 Fall**

A red arrow points to the '2022 Fall' option. Below these options is a section titled 'Group Box' with the following text:

Effective May 4, 2022, all continuing and new students will not have to provide proof of COVID-19 vaccinations or have an approved vaccination or COVID-19 testing for students with vaccination exemptions will no longer be required. As we transition back to including in-person classes, you can select the following course types:

- In-person meetings - search "In person classes" or "Online/In-Person - Hybrid"
- Scheduled, required Zoom meetings - search "Online Async and Sync" OR "Online - Synchronous"
- No scheduled, required Zoom Meetings - search "Online-Asynchronous" OR "Online Classes"

ENTER THE SECTION NUMBER OR CLASS NAME IN THE SEARCH BAR & CLICK ENTER:

Manage Classes	
2022 Fall <span>Change</span>	
 View My Classes	<div>Search For Classes <span>?</span></div> <div>12345 </div> <div>Additional ways to search</div>
 My Weekly Schedule	
 Shopping Cart	<div>▶ Favorites</div> <div>▶ Recently Viewed</div>
<div> Class Search and Enroll</div>	
 Drop Classes	
 Swap Classes	
 Browse Course Catalog	
 Enrollment Dates	
 Planner	
 Enroll by My Requirements	
 Student Educational Plan	

## CLICK ON THE CLASS AND FOLLOW THE PROMPTS

### Class Search Results

#### View Search Results

1 Course with keyword: 408ce

Open Classes Only West Los Angeles College [Clear All](#)

**VOC ED 408CE**  
In-Home Supportive Services Provider (Hss)  
1 Class Option Available

## CLICK NEXT

### Class Search and Enroll

[Next >](#)

es Community College District

**view Class Selection**  
Complete

**view Class Preferences**  
: Started

**view and Submit**  
: Started

#### Step 1 of 3: Review Class Selection

You have selected

**BSICKSL 034CE High School Equivalency Test Preparation**

Option Status Closed

Class	Session	Meeting Dates	Days and Times	Seats
<a href="#">Class# 28128 - Section W17 - LEC</a>	Non Credit Classes	08/29/2022 - 10/23/2022	Monday Wednesday 6:00PM to 7:50PM 2HR 30Min /Wk TBA	Closed

## ENTER THE PERMISSION NUMBER & CLICK ACCEPT

2022 Fall  
Credit  
Los Angeles Community College District

1 **Review Class Selection**  
Complete

2 **Review Class Preferences**  
In Progress

3 **Review and Submit**  
Not Started

#### Step 2 of 3: Review Class Preferences

**BSICKSL 034CE High School Equivalency Test Preparation**

Class# 28128 - Section W17 - LEC - Closed

Do you wish to enroll or add the class to your Shopping Cart?

☒ Enroll  
☐ Add to Shopping Cart

Permission Number

[Accept](#)

**2022 Fall**

Credit

Los Angeles Community College District

### Step 3 of 3: Review and Submit

You have selected to enroll in

**VOC ED 408CE In-Home Supportive Services Provider (Hss)**

Submit

Class	Session	Meeting Dates	Days and Times	Seats
Class# 24309 - Section W01 - LEC	Non Credit Classes	09/12/2022 - 11/20/2022	1HR 30Min /Wk TBA	Open Seats 13 of 40
Class# 24310 - Section W01A - LAB	Non Credit Classes	09/12/2022 - 11/20/2022	Saturday 9:35AM to 12:55PM	Open Seats 13 of 40