

# HOW TO ENROLL IN A CLASS AT WEST LA COLLEGE

## **NEW STUDENTS**

- You can enroll in a class once you have applied to West LA College and have received:
  - An email confirmation that you have been accepted
  - Received a student ID number in that email
- You will need to create a new password and register with the SIS portal

## How to Log into the LACCD SIS Portal

### New Students:

- If you are a new student, go to the new SIS Portal at: <https://mycollege.laccd.edu>.
- Enter your Student ID in the "Student ID or User ID" textbox, and your Student Default Password in the "Password" textbox.
- **Your Student Default Password will consist of:**
  - 88@+ the first character of your last name (capitalized) + the month and day of your birthdate (MMDD)
  - (For Example, Jane Doe, who was born on July the 4th, her default password would be: 88@D0704)
- You will then need to create a new password. **WRITE IT DOWN. THIS IS YOUR NEW PASSWORD FOR ALL THINGS WLAC AND LACCD.**

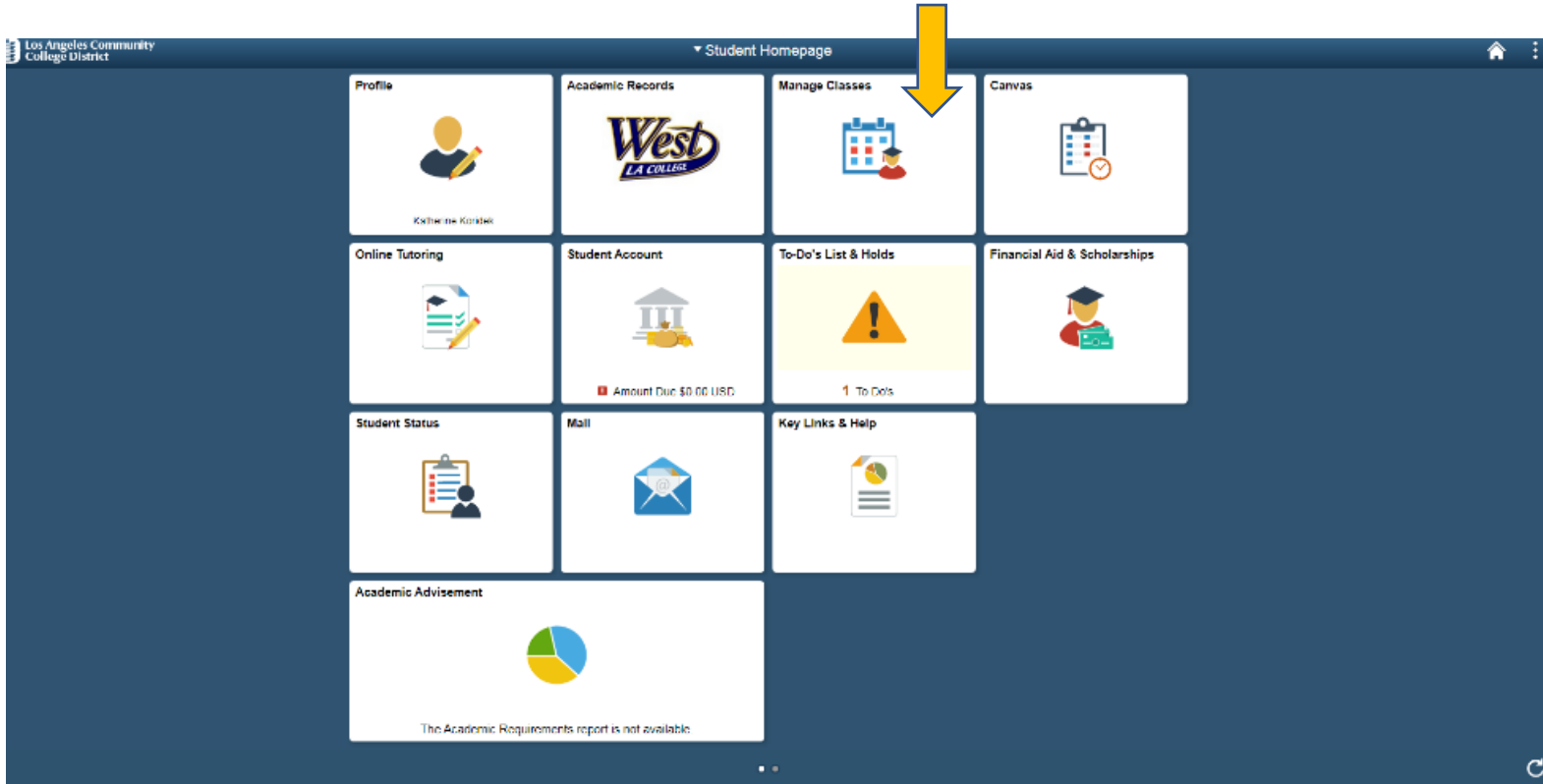
## **RETURNING STUDENTS / ONCE YOU CREATE YOUR PASSWORD**

1. Go back to [www.wlac.edu](http://www.wlac.edu), at the top of the page click on current students
2. You will be taken to the page below, on the right hand of the page click on my ONLINE CLASSES (CANVAS) LOG-IN

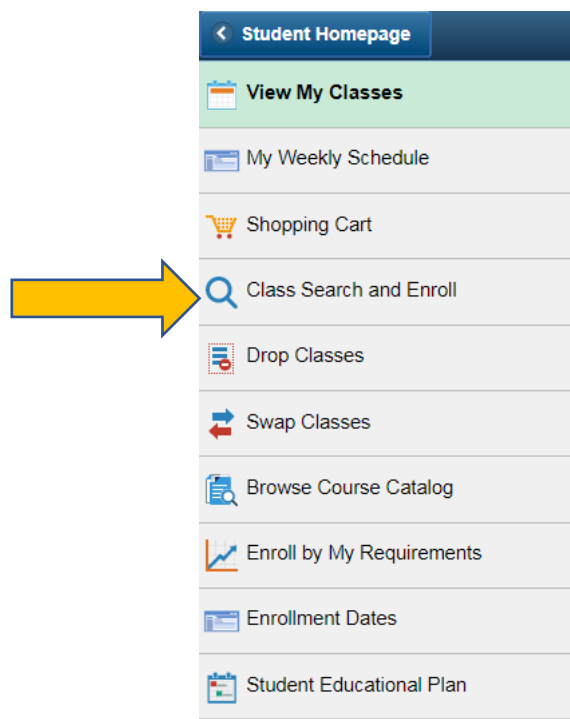
Current Students

The screenshot shows the West LA College website. At the top, there is a navigation bar with links for Prospective Students, Current Students, Intl Students, Faculty/Staff, and Community. Below this is a search bar and a menu with options like LACCD COVID, CLASS SCHEDULE, and APPLY. The main content area features a 'FOR STUDENTS' section with a list of links: FOR STUDENTS HOME, MY SIS, EMAIL, BOOKSTORE, ONLINE CLASSES (CANVAS) LOG-IN, CONSUMER INFORMATION, and WESTWEEK - NEWS / EVENTS. A yellow arrow points to the 'ONLINE CLASSES (CANVAS) LOG-IN' link. To the right of this list is a 'STUDENT SERVICES' section with icons for phone, email, and live chat, and text stating that services are available remotely and can be accessed via phone, email, or LiveChat. A 'Current Students' button is visible at the bottom right of the page.

3. This will take you to a sign in page, Sign in with your Student ID and Password in the designated areas
4. You will be taken to the page below, click on Manage Classes



5. Select “Class Search and Enroll” on the left side of the page



6. You will be taken to a page similar to the one below, click on 2020 FALL (if you are registering for a different term such as 2021 Winter then click on that term).

Terms on or after 2020 Summer
2020 Summer
2020 Fall

7. In the Search Box, enter “Film” or “FLM”

The screenshot shows the 'Class Search and Enroll' page. At the top, there is a navigation bar with 'Student Homepage' and 'Class Search and Enroll'. Below this, there is a '2020 Spring' term selector with a 'Change' button. A search box is prominently displayed with the text 'Search For Classes' and a placeholder 'Enter keyword e.g. course, subject, class'. A large yellow arrow points to this search box. Below the search box, there are links for 'Additional ways to search', 'Favorites', and 'Recently Viewed'. On the left side, there is a sidebar menu with various options like 'View My Classes', 'My Weekly Schedule', 'Shopping Cart', 'Class Search and Enroll' (highlighted), 'Drop Classes', 'Swap Classes', 'Browse Course Catalog', 'Enroll by My Requirements', 'Enrollment Dates', and 'Student Educational Plan'.

8. **THE RESULTS WILL SHOW “OPEN CLASSES ONLY”. YOU WILL NEED TO DESELECT OPEN CLASSES ONLY BY SELECTING THE “” NEXT TO OPEN CLASSES ONLY, TO SHOW THE FULL OFFERING OF CLASSES.**

The screenshot shows the 'Class Search Results' page. At the top, there is a navigation bar with 'Manage Classes' and 'Class Search Results'. Below this, there is a 'View Search Results' section with the text '9 Courses with keyword: FLM'. There are three filter buttons: 'Open Classes Only' (with an 'X' icon), 'West Los Angeles College' (with an 'X' icon), and 'Clear All'. A large yellow arrow points to the 'Open Classes Only' button. On the left side, there is a sidebar menu with various filters: 'Class Status' (Open Classes Only), 'Subject' (FLM PRD / Film Production, THEATER / Theater), 'Number of Units' (Up to 3 Units, Over 3 Units), 'Campus' (West Los Angeles College), and 'Academic Session' (1st 8 Weeks, 2nd 8 Weeks). The main content area displays a list of search results for FLM PRD courses, including FLM PRD 100, FLM PRD 106, FLM PRD 115, FLM PRD 125, and FLM PRD 140.


**Class Search Results**

View Search Results  
13 Courses with keyword: FLM

West Los Angeles College

- FLM PRD 100  
Intro To Motion Picture And Tv Production Crafts  
2 Class Options Available
- FLM PRD 101**  
Production Skills  
2 Class Options Available
- FLM PRD 101C  
Production Skills C  
1 Class Option Available
- FLM PRD 103A  
Beginning Tools for Production Crafts  
2 Class Options Available
- FLM PRD 106  
Tech Literacy for Production & Post  
1 Class Option Available

- Select the FLM Class to enroll
- Select the arrow to join the class (even if it says closed)

1	Closed	1st 8 Weeks	<a href="#">Class# 23154 - Section W04 - LEC</a>	08/31/2020 - 10/25/2020	Monday Wednesday 9:00AM to 10:05AM	West-AT A214	Kevin Considine	Closed
			<a href="#">Class# 23161 - Section W04A - LAB</a>		Monday Wednesday 10:15AM to 4:05PM	West-AT B103	Kevin Considine	Closed 

- Select **next** in the upper right-hand corner of the page
- You will then be taken to a page that looks like this

**Next >**

**Step 2 of 4: Review Class Preferences**

**Accept**

**FLM PRD 101 Production Skills**

Class# 23154 - Section W04 - LEC - Closed  
Class# 23161 - Section W04A - LAB - Closed

Permission Number 



Permission Code Goes Here

## Step 2 of 4: Review Class Preferences



FLM PRD 100 Intro To Motion Picture And Tv Production Crafts

Class# 13644 - Section W01 - LEC - Open

Add to waitlist if class is full?

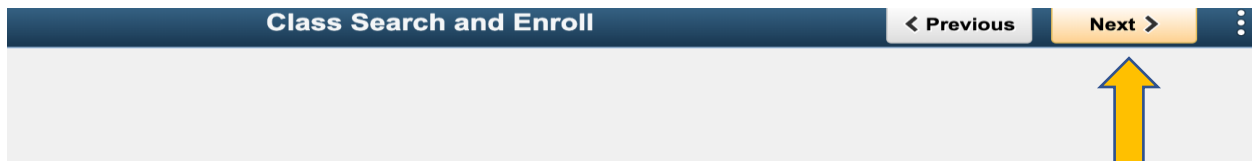
 No

Click this to join the wait list

Permission Number

- If you have **NOT** been given a permission code and the class is **OPEN**, then click on the green accept button to the right
- If you **HAVE** been given a permission code and the class is **FULL** enter it in the designated box first, and then select the green accept button to join the class
- If this for Intro and the class is **CLOSED**, please join the wait list by changing the “no” to “yes” by selecting it. Then click on the Green Accept Button in the Upper Right-Hand Corner.

13. You will be taken to page like the one below, click on enroll.



### Step 3 of 4: Enroll or Add to Cart

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

- Enroll  
 Add to Shopping Cart



Step 13

Step 14

14. Then, select “Next” in the upper right-hand corner

15. On the next page, make sure all the information is correct and then click on “submit” button to the right

16. You have enrolled in the class! YAY!

17. Selecting the “My weekly” schedule tab will allow you to see your class schedule and when the class is taking place