FREE College Classes for High School Students

Concurrent Enrollment - Step by Step Process

Step 1: Obtain an active LACCD ID# (pages 1-4)

Step 2: Email the completed and signed K-12 Form and a photo ID to admissions@wlac.edu using your LACCD email or the personal email address on your student portal (pages 4-6)

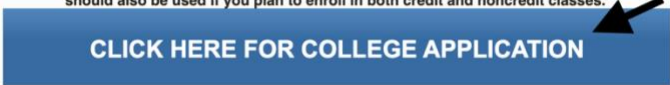**Step 3:** Log into your student portal and enroll in the class (pages 7-10)

Step 4: Attend the class! (page 11)

Step 1: Obtain an active LACCD ID#

If you already have an LACCD ID# and have taken an LACCD college course within the last year, you can skip this step. If not, you must complete the online application to West LA College by following these directions:

1. Go to **WLAC.EDU**	
2. Click on **APPLY** (top right corner of the page)	
3. Scroll down to **CLICK HERE FOR COLLEGE APPLICATION** button	Click the College Application **button** to enroll in college level credit classes. This application should also be used if you plan to enroll in both credit and noncredit classes. **CLICK HERE FOR COLLEGE APPLICATION**
4. CCC Application If you've applied to a California community college before, enter your username and password to **SIGN IN**. (If	

you cannot remember your username and/or password, click **Forgot?**)

If this is your first time applying to a community college in California, click **CREATE A NEW ACCOUNT** and then **BEGIN CREATING MY ACCOUNT**

- *If you do not have a **Social Security Number** or do not want to provide one, you can check the box at the bottom of the first page*
- *You will be <u>creating</u> a username, password, and 4-digit pin to complete your Open CCC account. Please take a moment to write this information down.*
- *If the system comes back and says "we found an account for you," it means you or your parent filled out this information before and you will now have to recover your Username and Password. Go back and click **Forgot?** (or call the CCC Help Desk at 1-877-247-4836).*

After the account has been created, make a note of your CCCID. This is your confirmation for the first part, but it is NOT your College ID #.

YOU MUST CLICK CONTINUE!

California Community Colleges | OpenCCC

To continue to a California Community College secure web application, please sign in or create a new account.

Sign In | Forgot?

Username — Enter OpenCCC Username -

Password — Enter OpenCCC Password -

Sign In

Create a New Account

Begin Creating My Account or Return to Sign In

Account Created

Your secure OpenCCC account has been created.

Please take a moment to ensure that you remember your username and passwo

Your CCCID is: BLL5013

Next Step

Continue to a Secure CCC Application

Continue

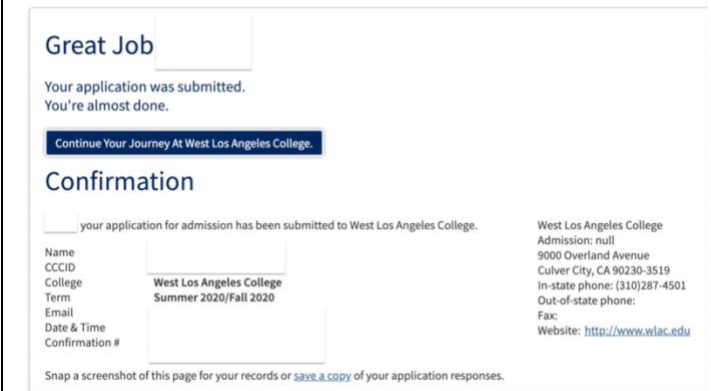|	
5. CCC MyPath Under the Getting Started card, click **APPLY NOW**	**Step 2** **GETTING STARTED** Read about steps to get started. 1. Explore Careers 2. Explore Majors 3. Apply Now ✓ View more » ✓ Step 3 **Apply Now** Apply to West LA college! ⏱ Takes about 10 minutes Apply Now ✎
6. WLAC Application Click on **START A NEW APPLICATION** You must complete all 9 tabs. You will receive a green check mark as you complete each tab (see example). Select the following answers under the "Education" tab • College Enrollment Status: **Enrolling in high school (or lower grade) and college at the same time** • Last High School Attended: **Check "I Attended High School"** (a drop down box will appear for you to enter your high school's name) • College Education: **No Degree**	**Start A New Application** Enrollment ✓ Account ✓ Education ✓ Citizenship/Military ✓ Residency ✓ Needs & Interests ✓ Demographic Information ✓ Supplemental Questions ✓ Submission ◐

When you have completed all sections and have all green check marks, Click **"SUBMIT MY APPLICATION"**	Submit My Application
SUCCESS! You have successfully completed the application when you reach the confirmation screen. Take a screenshot of this confirmation for your records.	Great Job Your application was submitted. You're almost done. Continue Your Journey At West Los Angeles College. **Confirmation** _____ your application for admission has been submitted to West Los Angeles College. Name CCCID College West Los Angeles College Term Summer 2020/Fall 2020 Email Date & Time Confirmation # West Los Angeles College Admission: null 9000 Overland Avenue Culver City, CA 90230-3519 In-state phone: (310)287-4501 Out-of-state phone: Fax: Website: http://www.wlac.edu Snap a screenshot of this page for your records or save a copy of your application responses.

Step 2: Email the completed and signed K-12 Form and a photo ID to admissions@wlac.edu using your LACCD email or the personal email address on your student portal.

* You must have an active LACCD ID# to complete this step *

Part 1: K-12 Student Information

- **Do NOT use any nicknames.** Write in your legal name, birth date, address, phone number, email address, and grade level.
- **Do NOT use your high school ID #.** Next to "Student ID No," write in your **LACCD ID #**, which starts with 88 or 90 and is 9-digits long.
- This section must be signed by **you** (the student), your **parent/guardian** and a **high school official** (high school counselor, assistant principal, principal). You may print, sign, and scan the form or you may use a digital signature. (Review the next page for instructions on how to create a digital signature.)

Part 2: College Enrollment Information

- Term: **Fall Semester**
- Year: **2020**
- College: **West LA College**
- Enrollment status: **Part Time**
- 1. Tutor 001T (This is embedded in all classes)
- 2-6. Write in the class(es) you wish take. (i.e. ASL 001, PSYCH 001, etc.)

Part 3: Submit to the Admissions Office

- Email the complete and signed K-12 Form to admissions@wlac.edu
- Include a photo ID (High School ID, California ID, Passport, etc.)
- Send from your LACCD email or the personal email on your student portal

Reminders

- **Incomplete forms or forms with errors will not be processed.**
- The K-12 form must be signed by **you** (the student) your **parent/guardian** and a **high school official**.
- **Forms with missing signatures will not be accepted.**

Optional: Using a Digital Signature

If you are unable to print, sign, and scan the K-12 form, you can create a digital signature using PDF Escape. PDF Escape is a free online software that will allow you to upload a PDF document, edit the form fields, and use your mouse cursor to sign. Please use instructions below for a brief guide or check out the video here.

1. Download the K-12 Form onto your laptop or desktop computer.
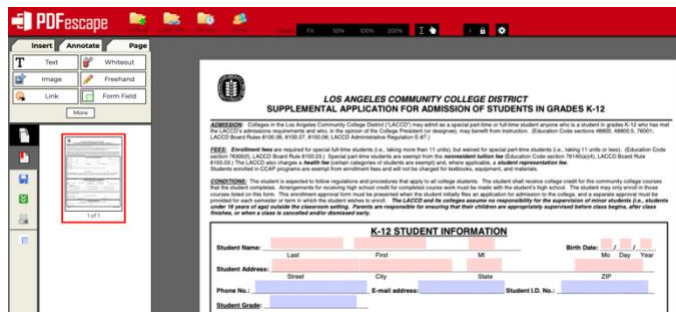
2. Go to www.pdfescape.com using Chrome or Firefox.

3. Click on "Choose File" and upload the K-12 Form that was downloaded to your computer. Once uploaded, a new screen will appear where you can start editing the highlighted fields.

4. Select **"Freehand"** to draw a signature using your mouse cursor. If you make an error, you can re-click "Freehand" to disable the tool, click on the drawing you want to delete, and then click on the trash icon at the top of the page.
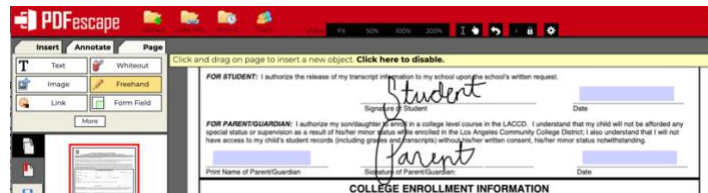
5. Once finished, click on "Save" (blue disk) and then "Download" (green arrows) on the left of the screen.

Step 3: Log in to your student portal and enroll in the class

* You must have an active LACCD ID# and a processed K-12 Form to enroll *

Part 1: Log-In to Student Portal

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Go to MYCOLLEGE.LACCD.EDU

If this is your <u>first time</u> logging in:
- **Username:** Use your Student ID#
  - Ex: 881234567 or 901234567
- **Password:** Use the default:
  8 8 @ _ _ _ _ _
  + the first character of your last name (Capital)
  + the month and day of your birthdate (MMDD)
    - Ex: 8 8 @ A 0 7 0 4 for Jane Adams born on July 4th

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CITY
EAST
HARBOR
MISSION
PIERCE
SOUTHWEST
TRADE-TECH
VALLEY
WEST

Notice:
ESC Building Maintenance
Due to a scheduled maintenance. the SIS and other systems hosted at the Educational Service Center (ESC) will be offline and inaccessible during the following timeframe.
Start Time: Fri, Dec 20, 2019 at 5:00 PM
End Time: Sun, Dec 22, 2019 at 8:00 PM
More Info

Sign in with your organizational account

Student ID, SAP ID or Office365 Email

Password

Sign in

1st time signing in? Click here.
Forget your password? Click here.
New Microsoft forget your password? Click here.

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If this is your <u>first time</u> logging in, you will be asked to update your password.

Enter your **old password** (Ex: 88A0704) and **new password** in their respective text boxes.

New passwords must contain at least **seven** alphanumeric characters including **numbers, uppercase letters, lowercase letters, and special characters.**

Make sure you set up Self-Service Password Reset (SSPR) so you can reset your password online at any time!

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Update Password

Your password expired, please update.
It **cannot** be a part of your name, email, userid or 3 prior passwords.
Contains at least **7** characters and **three** of the following:
- Uppercase letters [A-Z]
- Lowercase letters [a-z]
- Number [0-9]
- Special character [@,!, $, #, %]

Student ID#
Old Password
New Password
Confirm New Password

Submit   Cancel

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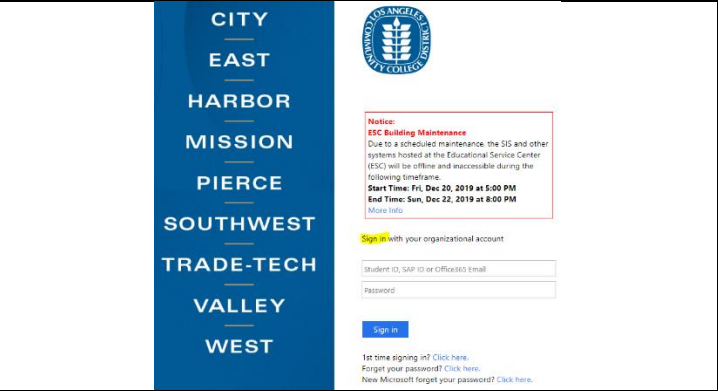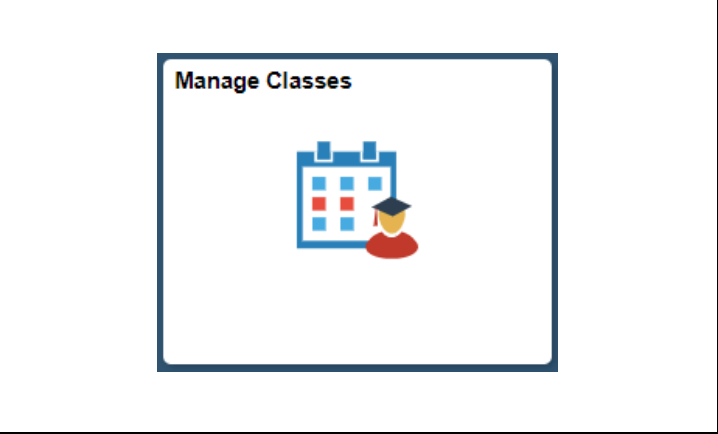| Having trouble logging in?	Email Template
Request a password reset using the email template on the right.	**To:** wlac-techsupport@laccd.edu **Subject:** SIS Password Reset Request **Body:** Hello, I am emailing to request a password reset so I can login to my student portal. *Student Name:* *LACCD ID #:* *Birthdate:* Thank you,

Part 2: Enroll in the class

Sign into your student portal at MYCOLLEGE.LACCD.EDU	
Click on "MANAGE CLASSES"	
Click on "CLASS SEARCH AND ENROLL"	
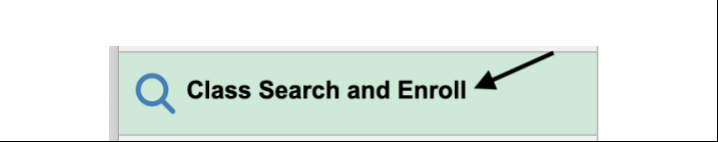
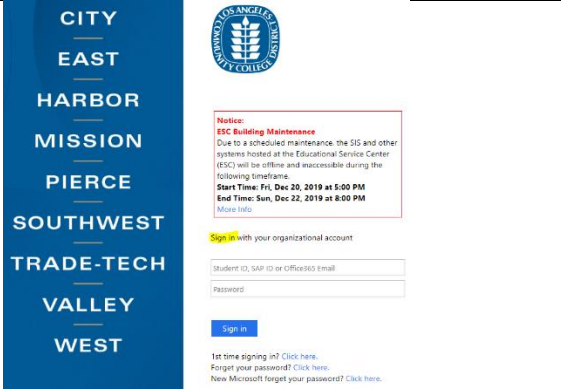|	
Click on "FALL 2020"	**Terms on or after 2020 Summer** **2020 Summer** **2020 Fall**
Under "SEARCH FOR CLASSES," enter the COURSE NAME • Ex: ASL 001, Psych 001, SOC 001, etc.	**Search For Classes** ⓘ Enter keyword e.g. course, subject, class number ⟫
Then, select the COURSE NAME	**View Search Results** **1** Course with keyword: soc 001 West Los Angeles College ⊗ **SOC 001** Introduction To Sociology 16 Class Options Available ›
Find a class and click on the row	14 Open 2nd 8 Weeks Class# 14906 - Section W19 - LEC 10/26/2020 - 12/20/2020 6 HR 30 Min /Wk TBA West-ON LINE Tiffany Lanoix Open Seats 37 of 40 › 15 Open 2nd 8 Weeks Class# 14932 - Section W20 - LEC 10/26/2020 - 12/20/2020 6 HR 30 Min /Wk TBA West-ON LINE Olga Hernandez Open Seats 31 of 40 › 16 Closed Starts 2nd Week of Term Class# 23928 - Section W14 - LEC 09/09/2020 - 12/20/2020 Monday Wednesday 2:00PM to 2:50PM West-Off Campus LACES Michael Harris Closed 1 HR 25 Min /Wk TBA West-ON LINE Michael Harris ›
STEP 1: REVIEW CLASS SELECTION • You should review the enrollment and **drop deadlines** for each class by clicking on the "Class#" link (in blue) **Click "NEXT"**	**Next >** **Step 1 of 3: Review Class Selection** **You have selected** **ENGLISH 101 College Reading And Composition I** Option Status Open | **Class**	**Session**	**Meeting Dates**
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Class# 18348 - Section W01 - LEC	Regular Academic Session	02/10/2020 - 06/08/2020	

STEP 2: REVIEW CLASS PREFERENCES **ENTER PERMISSION NUMBER** • You will only need a permission number if the class has already begun **Click "ACCEPT"**	**Accept** **Step 2 of 3: Review Class Preferences** ENGLISH 101 College Reading And Composition I Class# 18348 - Section W01 - LEC - Open Permission Number ⓘ [ ] Requirement Designation - Meets IGETC-1A CSU-A2 ☑ Take Requirement Designation
STEP 3: ENROLL OR ADD TO CART **Select "ENROLL"** **Click "NEXT"**	**Next >** **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 4: REVIEW AND SUBMIT **Click "SUBMIT"**	**Step 4 of 4: Review and Submit** You have selected to enroll in BSICSKL 005CE Academic Guidance **Submit** **Class** Class# 13719 - Section W03 - LEC
CONFIRMATION **Select "YES"**	Are you sure you want to submit? Yes 🖑 No
CONGRATULATIONS, YOU'RE ERNOLLED!	✔ **BSICSKL 005CE - Academic Guidance** This class has been added to your schedule.

Step 4: Attend the class!

All WLAC Online/Hybrid classes will be taught using the Canvas course management system. Please be aware that you may not be able to access your courses until the official start date of the term. Instructors need to publish their courses in order for you to see and have access to them.

Sign into your student portal at MYCOLLEGE.LACCD.EDU	
Click on "CANVAS"	

 Your GO-TO hub for Canvas Information: http://www.wlac.edu/online/login.asp

1) Watch this video for an overview of navigating Canvas once you are logged in: https://vimeo.com/74677642

2) More detailed information can be found in the following Step by Step Guide to Using Canvas to help you navigate the various menus and sections: https://guides.instructure.com/m/4212

3) Online Student Help Desk: http://www.wlac.edu/online/helpdesk.asp

4) If the above resources still do not answer your question, there is 24/7 Canvas support available via phone! 24/7 Helpline **1-844-303-5590** (Press 1 for Students)