



How to Add, Drop or Add a Class with a Permission Code in your student Portal



How to ENROLL in a Class

1. Log in to your MyCollege.laccd.edu account/student portal.
2. Go to "Manage Classes" .
3. Select "Class Search and Enroll" .
4. Search for the class: using the course number, subject, or class number.
5. Select the class: you want to enroll in.
6. Review the class details: and click "Next".
7. Click "Accept" and "Submit": to finalize your enrollment.

Video: <https://www.youtube.com/watch?v=DVRoN9srrC8>

How to Drop a Class

1. Log in to your MyCollege.laccd.edu account/student portal
2. Go to "Manage Classes" .
3. Select "Drop Classes" .
4. Choose the semester: you want to drop the class in.
5. Check the box next to the class: you want to drop.
6. Click "Next" and then "Drop Classes" .
7. Confirm your selection



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How to ADD with a PERMISSION CODE Step-by-Step Process

1. Connect with the Instructor teaching the course and request permission to add the class with a permission code.
2. The Instructor will provide the permission code. Note: codes are given to instructors the day the class begins.
3. Once you receive the code, log in to the Registration System/student portal.
4. go to mycollege.laccd.edu and log in to your student portal using your Student ID and password.
5. Go to Manage Classes
6. Locate the section within the system where you can add or enroll in courses.
7. You'll likely need to enter the course number or subject/course code to locate the specific course you want to add.
8. Enter the Permission Code:
9. Find the field or box where you can input the permission code and enter it.
10. Review your enrollment information and submit your request to add the course.
11. Confirm your enrollment status through the system, or by checking your schedule or enrollment summary.

Video: <https://www.youtube.com/watch?v=nFIF-6l2L24>

DEADLINES/REMINDER:

- Be aware of any deadlines for adding and dropping classes.
- It is the students responsibility to drop a class.
- Dual Enrollment students need to complete a dynamic form before attempting to add/enroll in a class.