ELAC: How to Add Classes

1. Sign into your student portal: [https://mycollege.laccd.edu](https://mycollege.laccd.edu)

2. Click on “Manage Classes (Add/Drop)”

3. On the Left-Hand side, select “Class Search and Enroll”

4. Select the term (semester) you are trying to add the class for:
5. On “Enter Keyword”, search the name of the class ex: English 101

<table>
<thead>
<tr>
<th>Search For Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter keyword e.g. course, subject, class</td>
</tr>
</tbody>
</table>

Additional ways to search
- Favorites
- Recently Viewed

8. Select the name of the course you are searching for & all class options for the **selected campus** should become available

**View Search Results**

1 Course with keyword: ENGLISH 101

- Open Classes Only
- West Los Angeles College

<table>
<thead>
<tr>
<th>ENGLISH 101</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Reading And Composition 1</td>
</tr>
<tr>
<td>5 Class Options Available</td>
</tr>
</tbody>
</table>

9. Select the course that best meets your needs and availability.

**Class Selection**

<table>
<thead>
<tr>
<th>Option</th>
<th>Status</th>
<th>Session</th>
<th>Class</th>
<th>Days and Times</th>
<th>Modality</th>
<th>Instructor</th>
<th>Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open</td>
<td>Other</td>
<td>Class# 10453 - Section 501 - LEC</td>
<td>10 HR 30 Min/Wk TBA</td>
<td>Southwest ONLINE</td>
<td>Stephanie Arms</td>
<td>Open Seat of 40</td>
</tr>
</tbody>
</table>

01/02/2024 - 02/04/2024

10. Click the yellow “Next” button at the Top-Right corner

11. Click on the **green “Accept”** button towards the Top-Right corner

12. Click on the **green “Submit”** button towards the Top-Right corner

13. If you see a **green checkmark**, you have been enrolled into the class.

14. If you see a **Red X** at the top left corner, please contact us for further assistance.

**Welcome Center Contact:**

E1-189
Office Phone: 323.780.6800
Email: welcomecenter@elac.edu