Steps to enroll in a LAVC college class Summer 2019

1. Get a packet from your counselor or college office
2. If you do not have a LAVC student ID number you must apply online at www.lavc.edu
3. Look at the schedule of classes located at www.lavc.edu
4. Find a class you would like to take. The Schedule should be available at the beginning of April.
   http://www.lavc.edu/schedule/index.aspx
5. Attached there is the IGETC that shows classes that will transfer to UC and CSU’s that you need to take once you graduate from Grant.
6. List the classes on the concurrent enrollment form and then get it signed by your counselor. (you can list more than one class you are interested in taking)
7. Then turn in the form to the admissions and records office at LAVC.
8. You still must register for the class online at:
   https://sso.laccd.edu/adfs/ls/idpinitiatedsignon.aspx?loginToRp=eprod.laccd.edu
9. If the class is closed then you must go the class the first day it meets and get an add code from the instructor and add the class online. If you are having problems adding a class please see Mr. De La Torre. If school is out for the summer, then send a schoology message and I will help you as best as possible.
LAVC Class enrollment procedures for Summer 2019

Follow these procedures to enroll in your Valley College Class

Step 1
Check out the schedule of classes on the LAVC website at www.lavc.edu/schedule and make sure the class you want to take is offered. If you have never taken a class Valley College then you must do step 2 (Skip Step 2 if you already have taken an LAVC class during the Spring 2019 semester).

Step 2
If you were not enrolled in a LAVC course last semester or during the summer you must apply online. www.lavc.edu/apply. You can apply online on any computer that has internet access. You should do this from home, you might need parent information while doing the application. You will receive a Valley College student ID#. You must do this as soon as possible.

Students that are continuing to take LAVC classes and have a Valley College student ID number can skip step 2.

Step 3
Have your parents sign the Supplemental Application for Admission of Students in Grades K-12 (LAVC form). This is the form that is attached to this packet and your counselor will not sign it unless you have applied online and have your LAVC student ID#. Remember to write what classes you are interested in taking on this form before you get it signed by your counselor and turn it in at LAVC (example: Health 11).

Step 4
It is your responsibility to attend your college classes. These classes cannot be dropped or changed by your Grant counselor or Mr. De La Torre once you have enrolled in them. This will be part of your college transcript. Just because you do not show up to the class, does not mean that you are dropped from it. You must drop classes online on the LAVC website (www.lavc.edu) with your Valley College student ID# or go in person to the Valley College Admissions Office to drop them.

Steps to Remember

1. Get a packet from the college office
2. Look at the schedule of classes located at www.lavc.edu
3. Find a class you would like to take. Attached there is the IGETC that shows classes that will transfer to UC and CSU’s that you need to take once you graduate from Grant.
4. Have the concurrent enrollment form signed by your parent.
5. List the classes on the concurrent enrollment form and then get it signed by your counselor.
6. Then turn the concurrent enrollment form into the admissions office at LAVC.
LOS ANGELES COMMUNITY COLLEGE DISTRICT
SUPPLEMENTAL APPLICATION FOR ADMISSION OF STUDENTS IN GRADES K-12

ADMISSION: Colleges in the Los Angeles Community College District (LACCD) may admit as a special part-time or full-time student anyone who is a student in grades K-12 who has met the LACCD’s admissions requirements and who, in the opinion of the College President (or designee), may benefit from instruction. (Education Code sections 48600, 48600.5, 76001, LACCD Board Rules 8100.06, 8100.07, 8100.08, LACCD Administrative Regulation E-57.)

FEES: Enrollment fees are required for special full-time students (i.e., taking more than 11 units), but waived for special part-time students (i.e., taking 11 units or less). (Education Code section 76300(f), LACCD Board Rule 8100.03.) Special part-time students are exempt from the nonresident tuition fee (Education Code section 76140(a)(4), LACCD Board Rule 8100.03.) The LACCD also charges a health fee (certain categories of students are exempt) and, where applicable, a student representation fee. Students enrolled in CCAP programs are exempt from enrollment fees and will not be charged for textbooks, equipment, and materials.

CONDITIONS: The student is expected to follow regulations and procedures that apply to all college students. The student shall receive college credit for the community college courses that the student completes. Arrangements for receiving high school credit for completed course work must be made with the student's high school. The student may only enroll in those courses listed on this form. This enrollment approval form must be presented when the student initially files an application for admission to the college, and a separate approval must be provided for each semester or term in which the student wishes to enroll. The LACCD and its colleges assume no responsibility for the supervision of minor students (i.e., students under 18 years of age) outside the classroom setting. Parents are responsible for ensuring that their children are appropriately supervised before class begins, after class finishes, or when a class is cancelled and/or discontinued early.

K-12 STUDENT INFORMATION

| Student Name: __________________________ | Birth Date: __/__/____ |
| Last | First | MI | Mo | Day | Year |
| Student Address: Street | City | State | ZIP |
| Phone No.: __________________________ | E-mail address: __________________________ | Student I.D. No.: __________________________ |
| Student Grade: __________________________ |

FOR STUDENT: I authorize the release of my transcript information to my school upon the school’s written request.

Signature of Student: __________________________ Date: __/__/____

FOR PARENT/GUARDIAN: I authorize my son/daughter to enroll in a college level course in the LACCD. I understand that my child will not be afforded any special status or supervision as a result of his/her minor status while enrolled in the Los Angeles Community College District; I also understand that I will not have access to my child’s student records (including grades and transcripts) without his/her written consent, his/her minor status notwithstanding.

Print Name of Parent/Guardian: __________________________ Signature of Parent/Guardian: __________________________ Date: __/__/____

COLLEGE ENROLLMENT INFORMATION
(to be completed by the K-12 school official)

| Term: | Fall Semester | Winter Intersession | Spring Semester | Summer Session | Year: |
| College: | | | | | |

| Enrollment Status: | | |
| Part-time (11 units or less) | | |
| Full-time (more than 11 units) | | |

1. TUTOR 001 T

| College Course Subject/Number: | | |
| College Course Subject/Number: | | |
| College Course Subject/Number: | | |

2. TUTOR 001 T

| College Course Subject/Number: | | |
| College Course Subject/Number: | | |
| College Course Subject/Number: | | |

I have met and counseled the student and recommend the courses listed above to be taken for credit (for K-8 students, please enclose the student’s transcripts and letter describing how, in your opinion, the student will be able to profit from instruction at a community college). If this is a summer enrollment, I certify that there are no equivalent courses available at this school and that the total number of students referred from this school to community colleges does not exceed 5% of this year’s graduating class.

Print Name of Official: __________________________ Signature of Official (original required): __________________________ Date: __/__/____

FOR LAUSD STUDENTS:

| LAUSD Student I.D. No.: | School Location Code: |
| | |

COLLEGE APPROVAL
(to be completed by the college’s Chief Instructional Officer or designee)

| Approved to Attend | Not Approved to Attend | Signature: __________________________ |
| Reason(s) for Refusal: | | Date: __/__/____ |

Form YS-1
Effective 8/30/2017