Steps to enroll in a LAVC college class Winter 2019

1. Get a packet from the 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 is posted on the website @ http://www.lavc.edu/schedule

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=epprod.laccd.edu

   Or click on register at the LAVC homepage top right of page

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 winter break, then send a schoology message and I will help you as best as possible.
LAVC Class enrollment procedures for Winter 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](http://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 Fall 2018 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](http://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](http://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](http://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 and your counselor.
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.